

500 Series

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| Community Services Policy Manual | SUBJECT Community Services Block Grant: CORRECTIVE ACTION - TERMINATION OR REDUCTION IN FUNDING | | •EFFECTIVE DATE 01/01/00 •END DATE N/A •ISSUE DATE 12/08/99 |

ISSUANCES AFFECTED:

REFERENCES

- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998
 - Section 676(b) State Application and Plan
 - Section 676(c) Funding Termination or Reductions
 - Section 678C. Corrective Action; Termination and Reduction of Funding
- PA 230 of 1981
- Community Action Program (CAP) Administrative Rules, R 400.19101—R 400.19606

PURPOSE:

To establish policy and procedures for Corrective Action, Termination or Reduction in funding under the CSBG Program.

BACKGROUND:

- Section 676(b)(8) of the Act requires that :

...any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that **cause** exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).

Note: Michigan's definition of "eligible entity" is a community action agency (CAA).

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- Section 676(c) of the Act states that – For the purposes of making a determination in accordance with subsection (b)(8), with respect to:
 1. **A Funding Reduction -- the term ‘cause’ includes:**
 - a) a statewide redistribution of funds to respond to
 - the results of the most recently available census or other appropriate data;
 - the designation of a new eligible entity; or
 - severe economic dislocation; or
 - b) the failure of an eligible entity to comply with the terms of an agreement or a State plan, or to meet a State requirement, as described in section 678C(a).
 2. **A Termination -- the term ‘cause’ includes** the failure of an eligible entity to comply with the terms of an agreement or a State plan, or to meet a State requirement, as described in section 678C(a).
- Section 678C(a) of the Act requires that states follow specific steps when issuing Corrective Action or imposing a Reduction or Termination in funding. Those steps have been incorporated into the following policy. Note: A determination to terminate the designation or reduce the funding of a CAA is reviewable by the Secretary of the federal Department of Health and Human Services (HHS).

POLICY:

A) Cause for a statewide redistribution of CSBG funds includes the state’s response to:

1. The results of the most recently available census or other appropriate data;
2. The establishment of a new eligible entity; and
3. Severe economic dislocation.

B) Pursuant to the CAP Administrative Rules (R 400.19408), cause for reducing the allocation to an agency or terminating funding to an agency includes the state’s response to:

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1. The agency's governing board failure to exercise sufficient authority or leadership to ensure that DHS-administered funds are expended in accordance with applicable regulations, laws, or contractual obligations.
2. The agency's administrative leadership failure to demonstrate that it has the administrative knowledge and skills required to ensure that the agency's fiscal, personnel, program, or property management systems are adequate to support DHS-funded projects.
3. The agency's failure to properly account for DHS-administered funds and property.
4. The agency's lack of adequate general management systems to support DHS-funded programs.
5. The agency's demonstrated lack of capacity for effective service delivery of DHS-funded programs.
6. The agency having liabilities which significantly exceed its assets.
7. The agency filing for bankruptcy.
8. The agency's failure to make substantive improvement in problem areas identified in an audit or monitoring reports.
9. The agency's failure to meet performance objectives.[Pursuant to the Act, Section 678C(a).]

C) Procedure:

If the state determines, on the basis of a final decision in a review pursuant to section 678B (Monitoring of Eligible Entities) of the Act, that a CAA has failed to comply with the terms of an agreement, or the State plan, to provide CSBG services or to meet appropriate standards, goals, and other requirements established by the State (see B above), DHS shall , pursuant to section 678C of the Act —

1. Inform the CAA of the deficiency to be corrected;
2. Require the CAA to correct the deficiency;

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3.
 - a) Offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary of HHS a report describing the training and technical assistance offered; or
 - b) If DHS determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary of HHS a report stating the reasons for this determination;
4.
 - a) At the discretion of DHS (taking into account the seriousness of the deficiency and the time reasonably required to correct the deficiency), allow the CAA to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by DHS; and
 - b) Not later than 30 days after receiving from the CAA a proposed quality improvement plan pursuant to subparagraph a), either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and
5. After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the CSBG funding of the CAA unless the entity corrects the deficiency.

D) Review:

Pursuant to Section 678C, a determination to terminate the designation or reduce the funding of a CAA is reviewable by the Secretary of HHS. The Secretary shall, upon request, review such determination. The review shall be completed not later than 90 days after the Secretary receives from DHS all necessary documentation relating to the determination to terminate the designation or reduce the funding. If the review is not completed within 90 days, the determination of DHS shall become final at the end of the 90th day.

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REFERENCES:

- Annual Update of the Department of Health and Human Services (HHS) Poverty Guidelines
- CSPM Item 208 – Poverty Income Guidelines

BACKGROUND:

Section 673(2) of the Coats Human Services Reauthorization Act of 1998 requires the use of the HHS Poverty (income) Guidelines as an eligibility criterion for the CSBG program.

POLICY:

CAAs will determine their own policies, based on local decisions, of what specific assistance/services will be provided to their clients. They will also determine the type, financial limitations and the frequency of any direct monetary services provided as well as any non-income related eligibility criteria.

The following services are not allowed with CSBG funds:

- Purchase or improvement of land or the purchase, construction or permanent improvement of any building or other facility.

Note: Assistance with a delinquent mortgage or property tax payment is allowable. A permanent improvement to a home, such as installing a different furnace system (e.g., from electric to gas) or making a change to the inside or outside structure of the home, is not allowed. Contact your DHS grant manager if you are uncertain about the allowability of a specific service.

- Leasing of space, buildings, and/or other assets not associated with a CSBG purpose or allowable activity.
- Political activity such as:
 - Any partisan or nonpartisan activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office;
 - Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election; or
 - Any voter registration activity.

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Income Eligibility

Use the 125% of poverty income guidelines to determine eligibility for services provided with CSBG funds. Income refers to total cash receipts (gross) before taxes from all sources (see below) for all household members, for the past 12 months. **NOTE:** A household is all persons occupying a housing unit, regardless of whether they are related. Exception: For income eligibility purposes, Foster Children are not to be included as household members and Foster Care payments/subsidies are not to be included as income. Also, see NOTE under "Income Excludes."

Poverty Income Guidelines

Please refer to CSPM Item 208 for current 125% of poverty income guidelines.

Income Includes

1. Money, wages and salaries before any deductions.
2. Net receipts from nonfarm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses).
3. Regular payments from the Social Security Administration (gross benefits, including any Medicare premium), railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, public assistance (including Family Independence Program-FIP, Supplemental Security Income-SSI, and State Disability Assistance-SDA), training stipends, alimony, child support, and military family allotments.
4. Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
5. College or university scholarships, grants, fellowships and assistantships.
6. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.
7. Any lump sum payments received by Native Americans, such as from Casino income or other tribal income.

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Income Excludes

1. Capital gains.
2. Any emergency assistance program payments.
3. Any assets resulting from withdrawals from a bank; or the sale of property, a house or a car.
4. Tax refunds, gifts, loans, lump sum inheritances, one time insurance payments or compensation for injury.
5. Noncash benefits such as employer or union paid portion of health insurance, or other employee fringe benefits; food or housing received in lieu of wages; the value of food and fuel produced and consumed on farms; the imputed value of rent from owner-occupied nonfarm or farm housing; and federal noncash benefit programs such as Medicare (Medicare premium payments are **not** excluded), Medicaid, food stamps (including cash received in lieu of food stamps), school lunches and housing assistance.
6. Income earned through employment by a child who is age 18 and under, **and** attends school. **NOTE:** "Earnings" do not include program benefits such as Social Security, Supplemental Security Income, etc.; these **are** included in the total household income.
7. Adoption subsidies and foster care payments.
8. Household members who are absent from the home for 90 consecutive days or more are excluded from the household and therefore, their income is excluded.

Income Computations

For the purpose of computing income to determine income eligibility, the household's income is **ANNUALIZED** based on **ACTUAL** income received for the preceding 90 days or 13 weeks (including the date of application). To annualize, the income received for the 90 days/13 weeks is multiplied by four (4).

Note: An income source should not be annualized when there are periods in the past 12 months when the household member did not receive or earn income from that source. When this occurs, applicable statements should be included on the income computation form.

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If the household is initially determined to be over income (based on annualizing), the agency may redetermine income eligibility based on the household's ACTUAL **INCOME** for the preceding 12-month period (including the date of application).

The income computation process should include working from year-to-date wage income documentation, current and prior monthly benefit documentation, W-2s or income tax returns for prior year's income, and, **as a last resort**, self declarations. **All income** must be included and documented. There is no automatic eligibility for CSBG services. See the attached Income Computations - SAMPLE form (Attachment A) for documenting income computations. Note: The 90 days, 13 weeks, or 12-month period is considered the "lookback" period.

- For applications taken from January 1 through January 31: W-2s and income tax returns may be used as **sole** income documentation. In this instance, the ACTUAL gross income figures from these documents may be used rather than annualizing.
- For applications taken after January 31: W-2s and tax returns may only be used in combination with other current year income documentation. In these instances, the W-2s and tax returns can provide a basis for determining/computing income for the relevant weeks/months in the prior calendar year. See the attached Income Computations – Using W-2s and Tax Returns (Attachment B)

Documentation of Income

Income must be thoroughly documented. The following items are acceptable documentation:

- Copies of paychecks or pay stubs;
- Written statements from employers;
- Letters, benefit statements, or other documents from income sources, e.g., DHS, Social Security, VA;
- Unemployment Compensation Benefit check stubs;
- If self-employed, accounting and other business records showing net income;

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- W-2 statements and tax forms. They will seldom be adequate by themselves unless the date of application is between January 1 and January 31. Note: An exception may be made for the self-employed, since tax records are a convenient source of information about their income. However, they should be used in conjunction with a self-declaration.
- A signed self-declaration of the applicant, but only as a last resort;
- Other documents the program operator has reason to believe will **fully verify** the ANNUALIZED, or ACTUAL, income of the applicant.

Timeframe between Eligibility Determination and Service Provided

The allowable timeframes between eligibility determination and provision of specific assistance/services which have a direct monetary value attached (such as: payment on behalf of the client for delinquent bills, lodging, repair services, medical services, etc. or **vouchers** for food, clothing, furniture, equipment, etc.) are as follows:

- Services should be provided within 30 days of the initial eligibility determination.
- If additional services are requested after 30 days of eligibility determination - but within 6 months/180 days of eligibility determination, the agency must document that the client is still income-eligible for each service.

If the client states that there has been no significant change in the household income status, the agency may take a signed, and dated, self-declaration from the client documenting that "there has been no significant change in the household income status since the date of the initial service application." The self-declaration should be maintained in the client file with the original client application, the original income documentation and documentation of benefit(s) provided.
- Eligibility must be redetermined and a new application taken (including receipt of the required income documentation) for any direct monetary service to be provided after 6 months/180 days of the original eligibility determination.

These requirements do not apply to **"ongoing services"** provided by the agency where eligibility for a program/project is determined at the beginning of the program/project period (e.g., senior transportation, housekeeping or snow removal; on-site day/after school care; etc.).

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Client File

Agencies must maintain a client file for all recipients of CSBG services. At a minimum, the file must include:

- A copy of the agency's client services application. The application must identify each member of the household as well as income sources and amounts for each member of the household being served. The client and the intake worker must sign the application.
- A copy of all documents used to determine income eligibility; including self-declarations and documented phone conversations (**with names, dates, etc.**) with public case workers.
- **All** calculations for each income source for the prior 12 months (annualized or actual) as well as the total income for the client household.
- The type and dollar value, of the benefits provided.

REFERENCE: CSPM Item 502
Income Computations – SAMPLE Form

Applicant Name: _____ Client/I.D. # _____

Household Size: _____ Income Threshold: 125% of Poverty \$ _____

Provide the previous 12 months of income for each Household Member – Show each income source separately and attach all income source documents.

| Name | Income Source & Document | Date From | Date To | Amount |
|------|--------------------------|-----------|---------|--------|
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Eligible: Yes No TOTAL Income for the past 12 months \$ _____

Describe any special circumstances relevant to the income calculations including identifying periods and conditions when there was no household income.

I hereby attest that the above information is true and correct to the best of my ability and understand that giving false or incomplete information can result in referral to the prosecuting attorney for fraud and/or recovery of any benefit provided on my behalf.

Applicant Signature: _____ Date: _____

Agency Representative Signature: _____ Date: _____

REFERENCE: CSPM Item 502
Income Computations – Using W-2s and Tax Returns

W-2s and income tax returns may be used as **sole** income documentation only for applications taken from **January 1 through January 31** of the following year. For applications taken after January 31, W-2s and tax returns may only be used in combination with other current year income documentation to determine eligibility. In these instances, the W-2s and tax returns can provide a basis for determining/computing income for the relevant months in the prior calendar year.

EXAMPLE: Using W-2s or Income Tax Returns to Compute Income for the Relevant Months in the Prior Calendar Year

Situation: A client applies for services during the 1st week of July and provides a prior year tax return or W-2 to document receiving income in the prior calendar year.

Following are 2 examples showing how to compute the relevant prior year's income using information from these source documents.

Example 1. The client indicates that the household received income regularly throughout the prior calendar year.

The intake worker would use the following method for computing income for the months of July—December (6 months of income): Divide the total income reported by 12 to determine an average monthly amount and multiply that amount by 6. **If the client agreed that the resulting amount fairly represented their income for the period of July—December**, this amount can be used for the prior year income period. **Note:** Current year income documentation must be used to determine the income earned/received for January—June.

Example 2. The client indicates that they had income for the months of Jan—June and October—December, but had no income for the months of July—September. Received income for 9 out of 12 months. **Note:** This information must be included in the client file as it is relevant to the income computations.

The intake worker would use the following method for computing income for the months of July—December (3 months of income): Divide the total income reported by 9 to determine an average monthly amount and multiply that amount by 3. **If the client agreed that the resulting amount fairly represented income for the period of July—December**, this amount can be used for the prior year income period. **Note:** Current year income documentation must be used to determine the income earned/received for January—June.

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| MICHIGAN FAMILY INDEPENDENCE AGENCY | | Item 504 | Page 1 of 1 |
| Community Services Policy Manual | SUBJECT Community Services Block Grant: CSBG-IS Survey Reporting Requirements | | EFFECTIVE DATE 10/01/07 END DATE ISSUE DATE 11/21/07 |

REFERENCES:

- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998
- Community Services Block Grant Agreement
- National Association for State Community Services Programs (NASCSPP), Annual CSBG Information System (IS) Survey (Instructions and Guide)

BACKGROUND:

The CSBG Act, Sec. 678E. outlines State Accountability and Reporting Requirements and indicates that: "Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State...Each State shall also include in the report an accounting of the expenditure of funds received by the State through the CSBG program, including an accounting of funds spent on administrative costs by the State and the eligible entities, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served under this subtitle in the State, based on data collected from the eligible entities."

In collaboration with HHS/Office of Community Services (OCS), NASCSPP has developed a state reporting mechanism (the CSBG-IS Survey) to collect and compile the above information and present a national report to HHS/OCS. The State has developed a local CAA reporting format which provides the means to collect and compile the reporting elements included in the NASCSPP CSBG-IS Survey.

PURPOSE:

To provide guidelines and instructions for preparation and submittal of the CAA FY2007 CSBG-IS Survey.

POLICY:

CAAs shall prepare and submit a 12-month (10/01/06 through 09/30/07) CSBG-IS Survey in accordance with the instructions found in CSPM Item 504. **CAAs must submit a completed survey (paper copy) postmarked no later than Tuesday, January 15, 2008, to Cathy Scarborough at:**

Department of Human Services
 Bureau of CA&EO
 Grand Tower - Suite 1314
 P.O. Box 30037
 Lansing, Michigan 48909

CAAs must E-mail the following materials to: scarboroughc@michigan.gov:

- Survey Cover Page
- Part I, Section D – Accomplishment Narratives
- Part II: Outcome of Efforts/National Performance Indicators (NPIs)

Attachment: COMPLETING THE FY2007 CSBG/IS SURVEY: Instructions - Guidance - Tips

COMPLETING THE FY2007 CSBG/IS Survey Instructions – Guidance – Tips

Agencies must use the forms provided as they have been modified for Michigan.

SURVEY PART I: Sections D, E, F & G

1. Section D – Narratives: Accomplishments & Coordination of Funds

- Please review the NASCSP Instructions carefully on how to complete the narrative questions.
- Avoid acronyms and be sure to protect the confidentiality of clients (it is best to use clients' initials so that we can rest assured that their identity has been protected).
- **In addition to the mailed copy, E-mail your NARRATIVES (Section D) to Cathy Scarborough.** This will assist staff in compiling state narratives.

2. Section E – CSBG Expenditures by Service Category.

- The Total CSBG funds spent must agree with Section F., Subsection I, Item 2.
- All funds expended for Administrative costs must be distributed across the categories they support.
- Footnotes are included to indicate where specific program funds should be reported.
- If dollars are included in the "Other" service category, please attach a page describing the programs or activities.

3. Section F – Subsection I., 2. Amount of FY2007 CSBG funds spent

- The amount entered must agree with the total funds from Section E.

4. Section F – Subsection I., 3. Federal Resources (Non-CSBG):

- When completing the Federal section, you may find it helpful to refer to the **NASCSP Instructions, Appendix B**, for a list of Federal Agencies and the name of Federal Programs.

- When completing the Federal “Other” items, please spell out acronyms/abbreviations for programs whose acronyms are not contained in the enclosed **Lexicon**.
- If any information is provided in “Other” categories (Items “I” or “X”), please attach a page describing the program or activity, its purpose, and the funding source for each entry.
- The funds reported in Section F, Subsection I., Item 3. should reflect **all** other federal funds supporting the CAA.
- The three “Totals” on the page should automatically calculate.

5. Section F. – Subsection II. State Resources

- Item a. will be zero; this cell is protected in the spreadsheet and no dollars can be entered here.
- Please note that all MPSC Weatherization and Energy Assistance Program funds should be included under “**item e. State energy programs.**” See the footnote included at the bottom of the page.
- The two “Totals” on the page should automatically calculate.

6. Section F. – Subsection III. Local Resources and Private Sector Resources

- The three “Totals” on the page should automatically calculate.

7. Section F. – Subsection IV. Private Sector Resources:

- Please be sure to complete “**g. Number of volunteer hours donated:**” When the Bureau enters the number of hours into the “state” database, the value of the hours will automatically calculate and be entered into Part II, NPI 5.1 for “F. Volunteer Hours – Dollars Mobilized.” Therefore, do not include any volunteer hours that the agency may have included in Section F. Private Sector Resources under “**d.)Value of in-kind services received from businesses.**”

CAAs are known to involve volunteers in a wide range of program activities, some of which would not occur without their assistance. **It is important that we capture this data and it be reflected at the national level.**

NOTE: If you do not have verifiable data for all volunteer hours, we urge you to establish a process to collect this information for future reporting needs.

8. Section G. – Program Participant Characteristics

- **For categories 7 – 11** (Gender, Age, Ethnicity/Race, Education and Other Characteristics): The TOTAL for each should NOT exceed the number reported in Item 3, “Total unduplicated number of persons for whom characteristics were obtained.”
- **For categories 12 – 16** (Family Type, Family Size, Source of Family Income, Level of Family Income, and Housing): The TOTAL for each should NOT exceed the number reported in Item 5. “Total unduplicated number of families containing one or more persons served.”
- If you have questions regarding item 9. Ethnicity/Race, please refer to the Attachment to the NASCSP Instructions, **Definitions for “Ethnic Groups” and “Race.”** Under item 10, Education Levels of Adults, “adults” are age 24 years or older. All “totals” should automatically calculate.

COMPLETING THE FY2007 CSBG/IS Survey

Instructions – Guidance – Tips

Agencies must use the forms provided as they have been modified for Michigan.

SURVEY PART II – Outcome of Efforts

National Performance Indicators (NPIs)

National Goals and Indicators

There are no new national indicators but NASCSP has made the following reporting changes:

- The NPI forms have been reformatted from Word documents into “excel” spreadsheets and formulas have been included to automatically calculate reported percentages. There are seven (7) sheets covering all NPIs and they are in the following order: **Sheet 1:** NPIs 1.1, 1.2; **Sheet 2:** NPI 1.3; **Sheet 3:** NPIs for Goals 2, 3 and 4; **Sheet 4:** NPI 5.1; **Sheet 5:** NPIs 6.1 and 6.2; and **Sheet 6:** NPI 6.3 We have added **Sheet 7:** An Additional Narratives sheet to continue Narratives that will not fit on the individual NPI sheets.
- For NPI 1.3, Utilization 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days, the aggregated dollar amount will not be reported.
- For NPIs 3.1 Number of Volunteer Hours and 5.1 Agencies Increase their Capacity to Achieve Results-Dollars Mobilized: CAAs need not enter any information for these indicators.

Note: When the state enters the hours and dollars reported by each CAA in Part I, Section F into the state database, the appropriate totals for each CAA will automatically roll forward and be entered into 3.1 and 5.1 **in the state database**.

- For NPI 6.2, Emergency Services – The column, *Percentage Achieving Outcome in Reporting Period*, has been removed.
- Even though the national indicators did not substantially change, we encourage all agencies to review the **NASCSP Guide** (Guide to Organizing & Reporting National Indicators of Community Action Performances) for assistance in understanding what activities should be reported under each NPI. Each report sheet contains page references to the relevant sections of the **Guide** for each National indication and many of the Sub-indicators.

Also, please review the **Guide** for detailed instructions on where to report **family stability (NPI 1.2)**, **emergency services (NPI 6.2)**, and **family maintenance (NPI 6.3.D.)** so we can continue to distinguish between these kinds of outcomes and tell an accurate story with the aggregated data.

The Reporting Forms Have Been Modified

- We have modified the reporting forms to include all the additional State Sub-indicators that were identified and discussed in July 2007 and to provide additional reporting clarification. We have also consolidated some NPI pages in order to decrease the number of pages to the printed report.
- NPI Narratives: We have included “text boxes” on each sheet where narratives can be reported in Word format and have added an additional Narrative sheet where agencies can continue narratives for NPIs in cases where there is insufficient space on the applicable NPI sheet. The narrative sections can be utilized to relate significant issues (positive or negative) that affected participant enrollments, expected outcomes, actual outcomes, programs, agency performance, variances, etc. **Do not** include narratives that are intended to be reported in Part I, in Section D. – Accomplishments & Coordination of Funds.
- Reporting Explanations for Variances: If the variance between “Number of Participants Expected to Achieve Outcome” and “Number of Participants Achieving Outcome” is 20% or greater, provide an explanation in the narrative text box. Again, if there is insufficient space to provide the explanation on the applicable NPI sheet, include the explanation on the additional sheets provided.

Variances are determined by comparing “success rate” percentages: The **projected/ planned** success rate (percentage of participants planned to achieve an outcome) is compared to the actual success rate (percentage of participants actually achieving an outcome).

See the enclosed examples for determining “success rate” percentages:

1. Estimating Performance (number of participants expected to achieve outcome)
2. Measuring Actual Performance (number of participants achieving outcome)

The At-A-Glance Planning and Reporting Requirements

This document is a quick reference guide and includes all National Goals and NPIs, the additional State Sub-indicators and the State NPI Housing Programs Summary (this summary was discussed in July 2007).

Additional Guidance and Tips

1. Minimum Reporting Requirements:

All agencies are required to report on the following indicators and/or sub-indicators:

- 1.3 A – Enhancement #1. Obtained Tax Credits.
- 1.3 A – Enhancement #4. Energy Savings: Number and percent of participants practicing at least three (3) Energy Saving Techniques (It is expected that participants will utilize less energy and will realize savings in dollars not spent on energy costs.). Note: The state CSBG/WX office will determine an average amount of savings per participant and will aggregate estimated savings. **(state sub-indicator)**
- 1.3 A – Enhancement #5. Other Discount Savings Programs: Number and percentage of participants in (insert program name) and the expected aggregated dollar amount of savings (if applicable). **(state sub-indicator)**
- 2.1 C – Weatherized, Constructed and Rehabbed homes.
- 2.1 I – Safe and affordable housing units are maintained in the community for low-income people, the disabled and/or seniors, through direct management of a housing project/complex. **(state indicator)**
- 3.2 A – Low-income individuals participating in formal community organizations.
- 4.1 – Partnerships - Number of “organizations” CAAs work with to promote family and community outcomes.
- 6.2 – Emergency Assistance/Service requests and services provided under indicators A. through I. (as applicable).
- 6.3 A – 5. Infants and/or pre-school children participating in nutritional programs focused on Childhood and Family Obesity who gain (experience) better nutritional family habits. **(state sub-indicator)**
- 6.3 B – 6. School age Youth participating in nutritional programs focused on childhood and Family Obesity who gain (experience) better nutritional family habits. **(state sub-indicator)**
- 6.3 C – 3. Parents or other Adults participating in nutritional programs focused on childhood and Family Obesity who gain (experience) better nutritional family habits. **(state sub-indicator)**
- 6.3 – D. Family Maintenance **(state sub-indicators)**:
 1. Medical Care Enrollment and/or Counseling (A-C), as applicable
 2. Supplemental Food (as applicable)
 3. Housing Subsidies, Vouchers or Certificates (as applicable)
 4. Family Self-Sufficiency or Case Management (as applicable)
- Any housing programs included in the State NPI Summary of Housing Programs

2. State Indicators and Sub-indicators

These additional indicators are not included in the Guide. This is due to the fact that the Guide is for national use and is published by NASCSP. If you have questions about the “state” indicators, please contact your grant manager.

3. **Goal 1, NPI 1.1, C:** Achieved “living wage” employment and benefits.

For those CAAs reporting under 1.1, C., the state has added a notation on the report page, to include the agency’s definition of “living wage.”

4. **Goal 2, NPI 2.1, C:** Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation...

- In order to collect supporting detail for this item, we have divided this indicator into 3 subsets (Construction, Rehabilitation and Weatherization/WX) on the bottom of the reporting page. (See “Chart for Item C.”) Complete the information under each subset. If you conducted WX activities with fund sources not included in the WX Chart, include those units in the Chart and identify the sources in the text box provided.
- Also, in order to determine how many MPSC projects each agency operated, please answer the last two (2) questions (did your agency receive MPSC WX funds from MCAAA or the Public Service Commission/PSC) with either a “yes” or a “no.”

5. **Goal 3, NPI 3.2, A:** Number of low-income people participating in formal community organizations, government, boards or councils...

For the purpose of reporting, a “formal community organization” is defined as any organized group with a defined purpose; e.g., CAA Boards, CAA Advisory Councils, CAA Neighborhood Councils, H.S. Parent Policy Council, Community Neighborhood Watch, etc.

6. **Goal 4, NPI 4.1:** Expanding opportunities through community-wide partnerships. “The number of organizations, both public and private, community action actively works with...”

For the purpose of reporting, “organizations” do not include vendor payment relationships.

7. **Goal 5, NPI 5.1:** Agencies increase their capacity to achieve results. As noted earlier, agencies do not need to enter the “dollars mobilized” data. However, based on discussions within the network regarding the desire to capture more accurate data on the value of “volunteer hours,” we have included a chart for “Additional Breakdown of Volunteer Hours for Intra-State Reporting.” All agencies are encouraged to complete the chart. If your agency does not track the value of “Professional Services,” please enter your total number of volunteer hours under 1. Non-Professional Services.

8. Goal 6, NPI 6.2, A. Emergency Food

Because of the diversity of purpose, methods and accounting among community action food distribution efforts (e.g., packages, bags, cartons, meals, weight, households, number of distributions), each state has been asked to identify the unit of measurement for aggregating and reporting food distribution. Based on statewide discussions in FY05, Michigan will use “package” as the Unit of Measurement for “food.” The definition of “package” is “package/bag/carton/meal.”

Examples of Emergency Food programs include: TEFAP, Food Pantries and Soup Kitchens.

9. Goal 6, NPI 6.3 – D Family Maintenance

To identify and collect specific statewide Family Maintenance data/services, we have developed the following “state” sub-indicators. Note: The NPI reporting forms have been updated to include these activities. All agencies should report on the above sub-indicators as applicable.

1. Medical Care Enrollment and/or Counseling:

1-A Michigan Enrolls: Number of Medicaid recipients linked to a health care plan, enrolled in a health care plan, or who found access to health care providers as result of CAA assistance. (CAA Field Enrollment Counselors provide Medicaid clients with health plan information, identify available doctors in the plans and help enroll clients in the plan or their choice).

1-B Michigan Medical Assistance Program (MMAP): Number of seniors who accessed free comprehensive health-benefit counseling services, including guidance through the Medicare and Medicaid programs, as result of CAA assistance. (Highly trained and certified counselors empower beneficiaries to make informed health benefit decisions.

1-C Other Medical Enrollment for Counseling program: (Provide program title, description of activities and expected results – use format similar to A and B above.)

2. Supplemental Food: Number of households accessing nutritional food through a routine/planned supplemental food distribution process. Examples of food maintenance programs include: CSFP, MIC, EFP, WIC, Congregate Meals, Home Delivered Meals, Fresh Food Initiatives – food distribution that is not “emergency” in nature.

3. Housing Subsidies, Vouchers or Certificates: Number of households maintaining stable housing with subsidies. (Example: Section 8 Vouchers and Subsidies, non-emergency programs/shelter not already reported under 6.2 Emergency Assistance, C. Temporary Shelter.)

4. Family Self-Sufficiency or Case Management: Number of households participating in structured counseling or case management activities who maintain a stable family, and or stable housing (example: TANF Housing Eviction Prevention case management, environment.

ENCLOSURES

- **NASCSP INSTRUCTIONS for Completing the FY2007 CSBG Information System Survey** (Dated September 2007) This copy has been edited by the Michigan CSBG Office as noted on the cover page and in the Table of Contents.
- **LEXICON** of terms for Part I of the CSBG-IS Survey
- **NASCSP Guide to Organizing & Reporting National Indicators of Community Action Performance** (Updated October 22, 2007). As noted earlier, the guide includes some minor changes.
- **STATE At-A-Glance Planning and Reporting Requirements for National Performance Indicators** (Includes National Goals and Indicators, State Sub-indicators and the State NPI Housing Program Summary.)
- **Survey Forms**
 - The CSBG-IS SURVEY Part I**
 - Section D – Accomplishments & Coordination of Funds
 - Section E – CSBG Expenditures by Service Category
 - Section F – Other Resources Administered and Generated by the CSBG Network
 - Section G – Program Participant Characteristics
 - The CSBG-IS SURVEY Part II**
 - Outcome of Efforts: National Performance Indicators (NPIs)
- **Examples for Determining “success rate” percentages (projected and actual)**
 1. Estimating Performance (number of participants expected to achieve outcome)
 2. Measuring Actual Performance (number of participants achieving outcome)

Please complete & include this page
as your survey cover page.

**COMMUNITY SERVICES BLOCK GRANT
INFORMATION SYSTEM
(CSBG/IS)**

SURVEY

for

FISCAL YEAR 2007

October 1, 2006 through September 2007

NAME OF AGENCY: _____

| Survey Section | Contact Person (name and title) | Phone Number | Email Address |
|--|--|---------------------|----------------------|
| Part I, Section D. (Narratives) | | | |
| Part I, Section E. & F. (Financial) | | | |
| Part I, Section G. (Client Characteristics) | | | |
| Part II, ROMA (Performance Indicators) | | | |

NOTE: All Agencies must use the Michigan Forms

COMPLETE and RETURN A Paper Copy BY Monday, January 15, 2008

TO:

Cathy Scarborough, CSBG Specialist
Bureau of CA&EO
Department of Human Services
Grand Tower – Suite 1315
P.O. Box 30037
Lansing, MI 48909

**Email A Copy of the Cover Page, Part I: Section D-Accomplishments
and**

Part II: Outcome of Efforts

TO

scarboroughhc@michigan.gov

Part I: Section D. Accomplishments & Coordination of Funds CSBG/IS 2007

Use Additional Pages If Necessary

- Please do NOT use acronyms.
 - See the enclosed "INASCSP INSTRUCTIONS" for further details and examples of the types of narratives to be submitted here.
 - For questions 2-5, the timeframe applicable for the activity descriptions is **FY07 (10/01/06 through 09/30/07)**.
1. N/A FOR CAAs
 2. Please provide at least one narrative or anecdotal account of how agency programs, funded at least in part by CSBG (a) eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more households were moved out of poverty status. Please indicate whether the activity was completely funded by the CSBG, or if not; why the CSBG was important to the outcome.
 3. Please provide a description of one innovative program funded at least in part by the CSBG that has demonstrated success in eliminating a cause or causes of poverty and/or a condition(s) of poverty.

Part I: Section D. Accomplishments & Coordination of Funds

CSBG/IS 2007

Use Additional Pages If Necessary

4. Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community. Demonstrate how CSBG “works” as it funds staff activities, investments, or services that meet a previously unmet community need.

No acronyms please.

For examples of the types of narratives to be submitted here, please see the NASCSP Instructions.

Please use the following outline:

- a. Agency Name:
- b. Program Name (no acronyms please):
- c. Purpose:
- d. Need for the program:
- e. CSBG Service Category:
- f. Description of program/project (include # of participants, Community changes achieved, resources added, etc):
- g. Impact including the number of people or areas affected) and Results.
- h. Uses of CSBG funds - please be specific (Examples: *planning, staff salaries, facilities, staff supported coordination or fundraising, funding direct services, guaranteeing loans, etc.*);
- i. Type of resource contributed by each partner (Examples: *monetary, in-kind, services, etc...*):
- j. Role of your agency in program (include tasks performed as well as funding levels); and
- k. Partners and Partners’ roles (include tasks performed as well as funding levels):

5. Please provide a brief description of one youth-focused and one senior-focused initiative that describes how funding was used and coordinated with other programs and resources.

Youth:

Please use the following outline

- a. Name of program or activity:
- b. Identify other programs and partners involved:
- c. Amounts contributed by other programs, and partners:
- d. Is CSBG funding involved? If so, what is the role of CSBG? If not, be sure to specify that no CSBG is included.
- e. Impact and results:

Seniors:

Please use the following outline

- a. Name of program or activity:
- b. Identify other programs and partners involved:
- c. Amounts contributed by other programs, and partners:
- d. Is CSBG funding involved? If so, what is the role of CSBG? If not, be sure to specify that no CSBG is included.
- e. Impact and results:

Section E: CSBG Expenditures by Service Category

Agency Reporting:

Table 1: Total amount of CSBG funds expended in FY2007 by Service Category

■ CSBG funds used for "administrative" purposes should be distributed across the programs they supported and reported within the appropriate service categories. Please consult the instructions regarding what constitutes "administration" Page 19 CSBG/IS 2007 Instructions: Part 1:Section E.

■ All CSBG Discretionary funds (e.g., CSBG-T/TA, CSBG-D, CSBG-Migrant Services, CSBG-Tax Preparation, CSBG-TaxWise Reimbursement, etc.) should be included in the "Total CSBG Funds" column and spread appropriately across service categories.

| Service Category | CSBG Funds Spent in Service Category | CSBG Admin \$ Spread Across Categories | TOTALCSBG Funds Spent |
|--------------------------|--------------------------------------|--|-----------------------|
| 1. Employment | | | |
| 2. Education | | | |
| 3. Income Management (1) | | | |
| 4. Housing (2) | | | |
| 5. Emergency Services | | | |
| 6. Nutrition | | | |
| 7. Linkages | | | |
| 8. Self-Sufficiency | | | |
| 9. Health | | | |
| 10. Other | | | |
| Totals (3) | \$ - | \$ - | \$ - |

(1) Include: CSBG-Tax Prep Assistance and TaxWise Reimbursement

(2) Include: CSBG funds used to support DOE/LIHEAP/MPSC WX programs

(3) The "Total CSBG Funds Spent" must agree with the figure noted in Section F., Sub-section I, Item 2 "Amount of FY2007" CSBG spent."

Table 2: Of the funding listed in Table 1: Funds for Supporting Services for Youth and Seniors

| Demographic Category | # of Agencies Reporting (State will Compile) | CSBG Funds Spent |
|--------------------------------|--|------------------|
| 1. Youth (ages 12-18) | n/a | |
| 2. Seniors (ages 55 and above) | n/a | |

**Part I: Section F. Other Resources Administered and Generated
by the CSBG Network**

Subsection I.

1. Name of Agency Reporting

1

2. Amount of FY 2007 CSBG funds spent (from Sec. E.)

2

3. Federal Resources (Other than CSBG)

- a. Weatherization (DOE) (include oil overcharge \$\$)
- b. LIHEAP - Fuel Assistance (HHS) (include oil overcharge \$\$)
- c. LIHEAP - Weatherization (HHS) (include oil overcharge \$\$)
- d. Head Start (HHS)
- e. Early Head Start (HHS)
- f. Older Americans Act (HHS)
- g. SSBG (HHS)
- h. Medicare/Medicaid (HHS)
- i. Community Food and Nutrition (HHS)
- j. Temporary Assistance to Needy Families (TANF)
- k. Child Care Development Block Grant (CCDBG)

| | |
|----|--|
| a. | |
| b. | |
| c. | |
| d. | |
| e. | |
| f. | |
| g. | |
| h. | |
| i. | |
| j. | |
| k. | |

l. Other HHS resources (list in order of size):

Program Name

Dollars

| | |
|-----|--|
| 1.) | |
| 2.) | |
| 3.) | |
| 4.) | |

TOTAL HHS Other

l. \$ -

- m. WIC (USDA)
- n. All USDA Non-Food programs (e.g. rural development)
- o. All other USDA Food Programs
- p. CDBG - Federal, State, and local
- q. Housing Programs (HUD):

- q1. Section 8
- q2. Section 202

| | |
|----|--|
| m. | |
| n. | |
| o. | |
| p. | |

| | |
|-----|--|
| q1. | |
| q2. | |

- r. All other HUD including homeless programs
- s. Employment and training programs (US DOL)
- t. Other US DOL programs
- u. Corporation for National Services (CNS) Programs
- v. FEMA
- w. Transportation (US DOT)

| | |
|----|--|
| r. | |
| s. | |
| t. | |
| u. | |
| v. | |
| w. | |

x. Other Federal Sources (list in order of size)

Fund Source and Program Name

Dollars

| | |
|-----|--|
| 1.) | |
| 2.) | |
| 3.) | |
| 4.) | |
| 5.) | |
| 6.) | |
| 7.) | |

Total Other Federal Funds

x. \$ -

TOTAL: NON-CSBG FEDERAL RESOURCES

\$ -

SECTION F. Other Resources Administered and Generated

Subsection II. State Resources

- a. State appropriated funds used for the same purpose as federal CSBG funds
- b. State housing and homeless programs
- c. State nutrition programs
- d. State day care and early childhood programs
- e. State energy programs ***see below**
- f. State health programs (includes MI Enrolls)
- g. State youth development programs
- h. State employment and training programs
- i. State Head Start programs
- j. State senior programs
- k. State transportation programs
- l. State education Programs
- m. State community and economic development programs
- n. State rural development Programs

a. \$ -

b.

c.

d.

e.

f.

g.

h.

i.

j.

k.

l.

m.

n.

o. Other State Programs

Fund Source and Program Name

| | |
|-----|--|
| 1.) | |
| 2.) | |
| 3.) | |
| 4.) | |
| 5.) | |
| 6.) | |

1o.

2o.

3o.

4o.

5o.

6o.

Total State Other

o. \$ -

TOTAL: STATE RESOURCES

\$ -

If any of these resources were also reported under Subsection I
(Federal Resources), please estimate the amount

| |
|--|
| |
|--|

*** Includes:** DHS-MPSC WX & Client Ed.
MCAAA-MPSC WX & Client Ed
MCAAA-MPSC Energy Assistance Program

Part I: Section F. Other Resources Administered and Generated**Subsection III. Local Resources**

- | | | |
|---|----|----------------------|
| a. Amount of unrestricted funds appropriated by local government | a. | <input type="text"/> |
| b. Value of Contract Services | b. | <input type="text"/> |
| c. Value of in-kind goods/services received from local government | c. | <input type="text"/> |

| | |
|---|-----------------------------------|
| TOTAL: LOCAL PUBLIC RESOURCES | \$ <input type="text" value="-"/> |
| If any of these resources were also reported under Subsection I or II, please estimate the amount | <input type="text"/> |

Subsection IV. Private Sector Resources

- | | | |
|--|----|----------------------|
| a.) Funds from foundations, corps., United Way, other non-profits | a. | <input type="text"/> |
| b.) Other donated funds | b. | <input type="text"/> |
| c.) Value of other donated items, food, clothing, furniture, etc. | c. | <input type="text"/> |
| d.) Value of in-kind services received from businesses | d. | <input type="text"/> |
| e.) Fees paid by clients for services | e. | <input type="text"/> |
| f.) Payments by private entities for goods or services for low-income clients or communities | f. | <input type="text"/> |
| g.) Number of volunteer hours donated | g. | <input type="text"/> |

| | |
|---|-----------------------------------|
| TOTAL: PRIVATE SECTOR RESOURCES | \$ <input type="text" value="-"/> |
| If any of these resources were also reported under Subsection I, II or III, please estimate the amount. | <input type="text"/> |

| | |
|---|-----------------------------------|
| ALL OTHER RESOURCES | |
| TOTAL: (FEDERAL, STATE, LOCAL, PRIVATE) less amount of double count in Subsection II, III, IV | \$ <input type="text" value="-"/> |

Part I: Section G Program Participant Characteristics

1. Name of Agency Reporting

2a. Total Non CSBG Resources Reported in Section F, page 12

2a. Total amount of CSBG Funds Reported in Section E

Total Resources for FY 2007 (2a + 2b)

\$ -

3. Total unduplicated number of persons about whom one or more characteristics were obtained:

4. Total unduplicated number of persons about whom no characteristics were obtained:

5. Total unduplicated number of families about whom one or more characteristics were obtained:

6. Total unduplicated number of families about whom no characteristics were obtained:

| 7. Gender | Number of Persons * |
|-----------|--------------------------------|
| a. Male | <input type="text"/> |
| b. Female | <input type="text"/> |
| TOTAL* | <input type="text" value="0"/> |

| 8. Age | Number of Persons * |
|------------|--------------------------------|
| a. 0 - 5 | <input type="text"/> |
| b. 6 - 11 | <input type="text"/> |
| c. 12 - 17 | <input type="text"/> |
| d. 18 - 23 | <input type="text"/> |
| e. 24 - 44 | <input type="text"/> |
| f. 45 - 54 | <input type="text"/> |
| g. 55 - 69 | <input type="text"/> |
| h. 70 + | <input type="text"/> |
| TOTAL* | <input type="text" value="0"/> |

| 9. Ethnicity/Race | Number of Persons * |
|---------------------------|--------------------------------|
| I. Ethnicity | |
| a. Hispanic or Latino | <input type="text"/> |
| b. Not Hispanic or Latino | <input type="text"/> |
| TOTAL* | <input type="text" value="0"/> |

| | |
|---|--------------------------------|
| II. Race | |
| a. White | <input type="text"/> |
| a. Black or African American | <input type="text"/> |
| b. American Indian and Alaska Native | <input type="text"/> |
| c. Asian | <input type="text"/> |
| d. Native Hawaiian and Other Pacific Islander | <input type="text"/> |
| e. Other | <input type="text"/> |
| f. Multi-Race | <input type="text"/> |
| (any two or more of the above) | |
| TOTAL* | <input type="text" value="0"/> |

| 10. Education Levels of Adults # | Number of Persons** |
|----------------------------------|--------------------------------|
| a. 0-8 | <input type="text"/> |
| b. 9-12/Non-Graduate | <input type="text"/> |
| c. High School Graduate/GED | <input type="text"/> |
| d. 12+ Some Post Secondary | <input type="text"/> |
| e. 2 or 4 years College Graduate | <input type="text"/> |
| TOTAL** | <input type="text" value="0"/> |

for adults 24 years or older only

| 11. Other Characteristics | Number of Persons* |
|---------------------------|-------------------------|
| | # of persons # surveyed |
| a. No Health Insurance | <input type="text"/> |
| b. Disabled | <input type="text"/> |

| 12. Family Type | Number of Families*** |
|---------------------------|--------------------------------|
| a. Single Parent Female | <input type="text"/> |
| b. Single Parent Male | <input type="text"/> |
| c. Two Parent Household | <input type="text"/> |
| d. Single Person | <input type="text"/> |
| e. Two Adults NO children | <input type="text"/> |
| f. Other | <input type="text"/> |
| TOTAL*** | <input type="text" value="0"/> |

| 13. Family Size | Number of Families *** |
|------------------|--------------------------------|
| a. One | <input type="text"/> |
| b. Two | <input type="text"/> |
| c. Three | <input type="text"/> |
| d. Four | <input type="text"/> |
| e. Five | <input type="text"/> |
| f. Six | <input type="text"/> |
| g. Seven | <input type="text"/> |
| h. Eight or more | <input type="text"/> |
| TOTAL*** | <input type="text" value="0"/> |

| 14. Source of Family Income | Number of Families *** |
|---|--------------------------------|
| a. Unduplicated # Families Reporting One or More Sources of Income | <input type="text"/> |
| b. Unduplicated # Families Reporting No Income | <input type="text"/> |
| TOTAL UNDUP Families who responded as either having a source of income or having no income. | <input type="text" value="0"/> |
| Below please report the total # of families identifying the applicable sources of income | |
| c. TANF | <input type="text"/> |
| d. SSI | <input type="text"/> |
| e. Social Security | <input type="text"/> |
| f. Pension | <input type="text"/> |
| g. General Assistance | <input type="text"/> |
| h. Unemployment Insurance | <input type="text"/> |
| i. Employment + other source | <input type="text"/> |
| j. Employment Only | <input type="text"/> |
| k. Other | <input type="text"/> |

| 15. Level of Family Income (% Of HHS Guideline) | Number of Families *** |
|---|--------------------------------|
| a. Up to 50% | <input type="text"/> |
| b. 51% to 75% | <input type="text"/> |
| c. 76% to 100% | <input type="text"/> |
| d. 101% to 125% | <input type="text"/> |
| e. 126% to 150% | <input type="text"/> |
| f. 151% and over | <input type="text"/> |
| TOTAL*** | <input type="text" value="0"/> |

| 16. Housing | Number of Families *** |
|-------------|--------------------------------|
| a. Own | <input type="text"/> |
| b. Rent | <input type="text"/> |
| c. Homeless | <input type="text"/> |
| d. Other | <input type="text"/> |
| TOTAL*** | <input type="text" value="0"/> |

* The sum of this category should not exceed the value of Item 3

** The sum of this category should not exceed the value of Item 8, categories e -- h

*** The sum of this category should not exceed the value of Item 5

Part II: Outcome of Efforts, FY 2007

National Performance Indicators - Agency Level Forms

Name of Agency Reporting:

| Goal 1: Low-income people become more self-sufficient | | | | |
|--|--|---|--|---|
| National Performance <u>Indicator 1.1</u> | | "B" equals actual # in program x percent expected to achieve outcome | If variance between B and C is 20% or greater, provide explanation | |
| Employment The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by <u>one or more</u> of the following | [A] Actual Number of Participants Enrolled in Program(s) (#) | [B] Number of Participants Expected to Achieve Outcome in Reporting Period (Target) {cannot be greater than A} (#) | [C] Number of Participants Achieving Outcome in Reporting Period {cannot be greater than A} (#) | [D] Percentage Achieving Outcome in Reporting Period [D = C / B] (%) |
| A. Unemployed and obtained a job (Pg.11) | | | | #DIV/0! |
| B. Employed and obtained an increase in employment income (Pg.12) | | | | #DIV/0! |
| C. Achieved "living wage" employment and benefits (define "living wage" below) (Pg.12) | | | | #DIV/0! |
| In the rows below, please include any additional indicators that were not captured above. | | | | |
| | | | | #DIV/0! |
| | | | | #DIV/0! |

Agency Narratives for Goal 1, NPI 1.1. (Do not include Part I, Sec. D. Narratives here.) Also, report explanation for variances here.

Definition of Living Wage:

Goal 1: Low-income people become more self-sufficient

| National Performance Indicator 1.2 | [A] | [B] |
|--|--|---|
| Employment Supports | Actual Number of Participants Enrolled in Program(s) | Number of Participants Achieving Outcome in Reporting Period {cannot be greater than A} |
| The number of low income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action as measured by <u>one or more</u> of the following: | (#) | (#) |
| A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma (Pg. 15) | | |
| B. Completed ABE/GED and received certificate or diploma (Pg. 16) | | |
| C. Completed post-secondary education program and obtained certificate or diploma (Pg. 16) | | |
| D. Enrolled children in before or after school programs, in order to gain or maintain (Pg. 17) | | |
| E. Obtained care for child or other dependent in order to gain or maintain employment (Pg. 17) | | |
| F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment (Pg. 17) | | |
| G. Obtained health care services for themselves or family member in support of family stability needed to gain or retain employment (Pg. 17) | | |
| H. Obtained safe and affordable housing in support of family stability needed to gain or retain employment (Pg 18) | | |
| I. Obtained food assistance in support of family stability needed to gain or retain employment (Pg. 18) | | |
| In the rows below, please include any additional indicators that were not captured above. | | |
| | | |
| | | |

Agency Narratives for Goal 1, NPI 1.2. (Do not include Part I, Sec. D. Narratives here.) Also, report explanation for variances here.

AT – A - GLANCE

Planning and Reporting Requirements For National Performance Indicators

Use This Document as a Planning & Reporting Requirements Tool

November 2007

(Includes all State Indicators and the State NPI Housing Program Summary)

Goal 1: Low-Income People Become More Self-Sufficient

National Performance Indicator 1.1 – Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job.*
- B. Employed and obtained an increase in employment income.*
- C. Achieved “living wage” employment and benefits.*

What to Report: For each applicable program, report the number of participants in the program, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period.

National Performance Indicator 1.2 – Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

- A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.*
- B. Completed ABE/GED and received certificate or diploma.*
- C. Completed post-secondary education program and obtained certificate or diploma.*
- D. Enrolled children in “before” or “after” school programs, in order to acquire or maintain employment.*
- E. Obtained care for child or other dependant in order to acquire or maintain employment.*
- F. Obtained access to reliable transportation and/or driver’s license in order to acquire or maintain employment.*
- G. Obtained health care services for themselves or a family member in support of employment stability.*
- H. Obtained safe and affordable housing in support of employment stability.*
- I. Obtained food assistance in support of employment stability*

What to Report: For each of the above outcomes, report an unduplicated count of the number of participants in programs with that outcome, and the number who achieve the outcome during the reporting period. This should include successful referrals of participants to “partnering” agencies.

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

A. ENHANCEMENT–

- 1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits***
- 2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.***
- 3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.***
- 4. State: Energy Savings: Number and percent of participants practicing at least three (3) Energy Saving Techniques. (It is expected that participants will utilize less energy and will realize savings in dollars not spent on energy costs.)***
- 5. State: Other Discount Savings Programs: Number and percentage of participants in (describe program) and the expected aggregated dollar amount of savings.***

B. UTILIZATION –

- 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days.***
- 2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.***
- 3. Of participants in a community action asset development program (IDA and others):***
 - a. Number and percent capitalizing a small business due to accumulated savings.***
 - b. Number and percent pursuing post-secondary education due to savings.***
 - c. Number and percent purchasing a home due to accumulated savings.***

What to Report: For each applicable program, report the number of participants in the program, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period. In addition, where applicable, the aggregated dollars amounts of payments, credits or savings.

Goal 2: The Conditions in Which Low-Income People Live are Improved

National Performance Indicator 2.1 Community Improvement and Revitalization

Increase in, or preservation of opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

| | <u>Number of Projects/Initiatives</u> | <u>Number of Opportunities</u> |
|---|--|---|
| A. Accessible “living wage” jobs created or retained in the community. The agency must also provide its definition of “living wage.” | _____ | _____ |
| B. Safe and affordable housing units created in the community. | _____ | _____ |
| C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy | _____ | _____ |
| D. Accessible and affordable health care services/facilities for low-income people created or maintained. | _____ | _____ |
| E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained. | _____ | _____ |
| F. Accessible “before” school and “after” school program placement opportunities for low-income families created or maintained. | _____ | _____ |
| G. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation. | _____ | _____ |
| H. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education. | _____ | _____ |
| I. <u>State</u>: Safe and affordable housing units are maintained in the community for low-income People, the disabled and/or seniors, through direct management of a housing project/complex. | _____ | _____ |

What to Report: For each applicable program, report the number of participants in the program, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period. In addition, where applicable, report the aggregated dollars amounts of payments, credits or savings.

National Performance Indicator 2.2 -- Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets;*
- B. Increase in the availability or preservation of community facilities;*
- C. Increase in the availability or preservation of community services to improve public health and safety;*
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods; and*
- E. Increase or preservation of neighborhood quality-of-life resources.*

What to Report: For each applicable program initiative or agency advocacy effort the number of community assets, services or facilities preserved or increased.

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator 3.1 – Civic Investment

The number of volunteer hours donated to Community Action.

What to Report: Report the number of hours donated by community volunteers in service to agency programs. Note: This number should agree with the number of volunteer hours reported in the CSBG-IS Survey Report, Part I, Section F.

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.*
- B. Number of low-income people acquiring businesses in their community as a result of community action assistance.*
- C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.*
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.*

What to Report: For each applicable area, report the number of low-income persons mobilized as a direct result of community action.

Goal 4: Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

What to Report: Report the number of organizations with which community action works to promote family and community outcomes.

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Broadening the Resource Base

The number of dollars mobilized by community action, including amounts and percentages from:

- A. Community Services Block Grant (CSBG)**
- B. Non-CSBG Federal Programs**
- C. State Programs**
- D. Local Public Funding**
- E. Private Sources (including foundations and individual contributors, goods and services donated)**

What to Report: Funding for all programs and activities from all sources of financial support, not just CSBG.

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.1 – Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

- A. Senior Citizens; and**
- B. Individuals with Disabilities**

What to Report: Report an unduplicated count of the number of seniors or individuals with disabilities who continue to live independently during the reporting period as a result of receiving one or more services from the agency.

National Performance Indicator 6.2 – Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

A. Emergency Food (examples: TEFAP, Food Pantries, Soup Kitchens)

Note: For Food “Maintenance” Programs, see NPI 6.3.D.2.

B. Emergency Payments to Vendors, including Fuel and Energy Bills and Rent/Mortgage

C. Temporary Shelter

D. Emergency Medical Care

E. Protection from Violence

F. Legal Assistance

G. Transportation

H. Disaster Relief

I. Clothing

Unit of Measurement for A.: Package (= a package, bag, carton or meal)

Unit of Measurement for B through I.: Household

What to Report: For each of the above areas, report an unduplicated count of the “households” (except for “Food” – report number of “packages distributed”) seeking that type of assistance and the number of households that actually received that type of assistance during the reporting period.

National Performance Indicator 6.3 – Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

A. INFANTS AND CHILDREN –

- 1. Infants and children obtain age appropriate immunizations, medical and dental care.***
- 2. Infant and child health and physical development are improved as a result of adequate nutrition.***
- 3. Children participate in pre-school activities to develop school readiness skills.***
- 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.***
- 5. State Indicator (includes CSBG-CFN activities): Infants and/or pre-school children participating in nutritional programs focused on Childhood and Family Obesity who gain/experience better nutritional family habits.***

B. YOUTH –

- 1. Youth improve physical health and development.***
- 2. Youth improve social/emotional development.***
- 3. Youth avoid risk-taking behavior for a defined period of time.***
- 4. Youth have reduced involvement with criminal justice system.***
- 5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.***
- 6. State Indicator (includes CSBG-CFN activities): School age Youth participating in nutritional programs Focused on Childhood and Family Obesity who gain/experience better nutritional family habits.***

C. PARENTS AND OTHER ADULTS –

- 1. Parents and other adults learn and exhibit improved parenting skills.***
- 2. Parents and other adults learn and exhibit improved family functioning skills.***
- 3. State Indicator (includes CSBG-CFN activities): Parents or other Adults participating in nutritional Programs focused on Childhood and Family Obesity who gain/experience better nutritional family habits.***

[continued on page 10]

National Performance Indicator 6.3 – Child and Family Development [continued from page 9]

D. Family Maintenance: (Safety-Net services that demonstrate an increase in the ability of a family/household to function, to maintain a safe and stable household situation, with assistance, and in the context of “supportive system.”)

1. **Medical Care Enrollment and/or Counseling** (state indicator): Number of participants enrolling in Health Care Plans, accessing Health Care Providers and/or accessing Health Benefit Counseling.

1-A Michigan Enrolls: Number of Medicaid recipients enrolled in a health care plan and have access to health care providers as result of CAA assistance. [CAA Field Enrollment Counselors provide Medicaid clients with health plan information, identify available doctors in the plans and help enroll clients in the plan of their choice.]

1-B Michigan Medical Assistance Program (MMAP): Number of seniors who accessed free comprehensive health-benefit counseling services, including guidance through the Medicare and Medicaid programs, as result of CAA assistance. [Highly trained and certified counselors empower beneficiaries to make informed health benefit decisions.]

1-C Other Medical Enrollment or Counseling program: (Provide program title, description of activities and expected results – use format similar to A and B above.)

2. **Supplemental Food** (state indicator): Number of households accessing nutritional food through a routine/planned supplemental food distribution process. (Programs such as: CSFP, MIC, EFP, WIC, Congregate Meals, Home Delivered Meals, Fresh Food Initiatives – food distribution not already reported under indicator 6.2 Emergency Assistance, A. Food.) **Note:** Report unduplicated number of participants for each separate program.
3. **Housing Subsidies, Vouchers or Certificates** (state indicator): Number of households maintaining stable housing with subsidies. (Example: Section 8 Vouchers and Subsidies, non-emergency programs/shelter not already reported under 6.2 Emergency Assistance, C. Temporary Shelter.)
4. **Family Self-Sufficiency or Case Management** (state indicator): Number of households participating in structured counseling or case management activities who maintain a stable family, and/or stable housing (example: TANF Housing Eviction Prevention case management), environment.

What to Report: For each applicable program/activity, report the number of participants, the number of participants expected to achieve the outcome during the report period and the actual number of participants achieving the result during the report period.

CSBG-IS 2007 State NPI Housing Program Summary

| <i>NPI</i> | <i>Program Name</i> | <i>Description</i> |
|---|---|---|
| 1.2.H | Housing Resource | Housing Search Assistance/Landlord Advocacy |
| 1.2.H | Prisoner Re-entry Housing Program | Subsidized temporary housing |
| 1.3.B.3.C | IDA | Home Purchase |
| 2.1.B | Acquisition Development/Resale | Home purchase |
| 2.1.B | Home Construction | New Home Construction |
| 2.1.B | Home Purchase Rehabilitation | Home Purchase |
| 2.1.B | LIHTC | Low-income Home Development |
| 2.1.B | Neighborhood Impact Program | Home purchase |
| 2.1.B | Rural Development 502 | Homebuyer affordable loan |
| 2.1.C | CDBG | Home Rehabilitation |
| 2.1.C | Emergency Home Repair | CDBG |
| 2.1.C | Homeowner Assistance | Single Family Homeowner Rehab |
| 2.1.C | Home Purchase Rehabilitation | Home Rehabilitation |
| 2.1.C | Home Repair\Rehab. | Home repairs |
| 2.1.C | Housing Preservation | Home Owner Rehab |
| 2.1.C | Neighborhood Improvement Program | Home Owner Rehab |
| 2.1.C | Property Improvement Program | Homeowner/Landlord Affordable Loan |
| 2.1.C | Rental Rehab | Rental Rehab |
| 2.1.C | Single Family Home Rehab | Deferred, no interest for Home Rehab to HUD HQS |
| 2.1.H | Homeownership Counseling | Prepare first time home buyers for home purchase |
| 2.1.H | LINKS | Home Ownership Counseling |
| 4.1 | Homeless Continuum of Care | Participation in Regional Co Coalitions |
| 4.1 | Housing Technical Assistance | Community Program to increase financial resources for housing rehab/replacement (Agency Groups) |
| 6.1.A * | Senior Citizen Apartments | Affordable Housing allowing Seniors to live independently |
| 6.1.B | Permanent Supportive Housing | Home owner rehab |
| 6.2.B | Emergency Shelter | Emergency Shelter |
| 6.2.B | Homeless Prevention Program | Emergency vendor payments to keep people in their homes |
| 6.2.B | TANF Housing | Housing Eviction Prevention - emergency vendor payment |
| 6.3.D.3 | Transitional Housing | Subsidized temporary housing up to 2 years |
| 6.3.D.3 | HARP-Homeless Assistance Recovery Program | Subsidies to maintain safe/stable housing (not time limited) |
| 6.3.D.3 | Homeless Assistance Recovery Program | Subsidized Housing with Case Management |
| 6.3.D.3 | Homeless Prevention Program | Voucher Payments |
| 6.3.D.3 | Housing Choice Voucher | Subsidized Housing |
| 6.3.D.3 | Section 8 Housing | Rental Assistance |
| 6.3.D.3 | Supportive Housing Program | Lease assistance and supportive services |
| 6.3.D.3 | Tenant Based Rental Assistance | Subsidized Housing with 2-year limit |
| 6.3.D.4** | TANF Housing | Housing Eviction Prevention - case management |
| *For CAA Management of existing housing units : 2.1.I. -State Indicator: Safe and affordable housing units are maintained in the community for low-income people, the disabled and/or seniors, through direct management of a housing project/complex. | | |
| **For CAA Housing case management: 6.3.D.4-State Indicator: Family Self-Sufficiency or Case Management: Number of households participating in <u>structured</u> counseling or case management activities who maintain a stable family, and/or stable housing, environment. | | |

COMPLETING THE FY2007 CSBG/IS Survey

SURVEY PART II – Outcome of Efforts National Performance Indicators (NPIs)

Performance - Outcome Variances

Variances are determined by comparing “success rate” percentages:

The **projected/planned** success rate
(percentage of participants planned to achieve an outcome)

Is Compared To

The **actual** success rate
(percentage of participants actually achieving an outcome)

See the attached examples for determining “success rate” percentages for:

- ▶ Estimating Performance (number of participants expected/projected to achieve outcome)
 - ▶ Measuring Actual Performance (number of participants achieving outcome)

An Example

Estimating Performance:

- A family self-sufficiency program has enrolled 20 families (D) who will receive case management services over the next six months.
 - It is estimated or projected that one of the results of the case management service is that seven of the families (N) will increase their household income by 10% at the end of the six-month period.
1. Outcome – Increase household income.
 2. Service/Activity (D) – Case-management in a family self-sufficiency program serves 20 families in a six-month period.
 3. Outcome Indicator (N) – 7 families will increase household income by 10% in six months.
 4. Projected success rate – 7 families who will achieve the outcome divided by 20 families receiving services = 35% will succeed.

| |
|---|
| (N) 7 families increase household income by 10% = 35% <u>projected</u> |
| (D) 20 families participate in case management success rate. |

Measuring Actual Performance:

- After the service had been provided, the program identified the actual number of clients who achieved the outcome within the established timeframe and calculated the success rate. This number was 5 families.
- 5 families who achieved the outcome divided by 20 families receiving services = 25% actually succeeded

| |
|---|
| (N) 5 families increased household income by 10% = 25% <u>actual</u> |
| (D) 20 families participate in case-management success rate. |

Footer for this page:

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An Example

Estimating Performance – Projected/Planned Outcome:

| | |
|--|------------------------|
| 7 families will increase household income by 10% | = 35% projected |
| 20 families will participate in case-management | success rate |

Measuring Actual Performance – Actual Outcome

| | |
|--|---------------------|
| 5 families increased household income by 10% | = 50% actual |
| 10 families participated in case-management | success rate |

Variance = + 25%

An Example

Estimating Performance – Projected/Planned Outcome:

| | |
|--|------------------------|
| 7 families will increase household income by 10% | = 35% projected |
| 20 families will participate in case-management | success rate |

Measuring Actual Performance – Actual Outcome

| | |
|--|---------------------|
| 3 families increased household income by 10% | = 30% actual |
| 10 families participated in case-management | success rate |

Variance = - 5%

An Example

Estimating Performance – Projected/Planned Outcome:

| | |
|--|------------------------|
| 9 families will increase household income by 10% | = 45% projected |
| 20 families will participate in case-management | success rate |

Measuring Actual Performance – Actual Outcome

| | |
|--|---------------------|
| 3 families increased household income by 10% | = 17% actual |
| 18 families participated in case-management | success rate |

Variance = - 28%

Note: Report explanation for variances of 20% or more in the NPI Narrative.

INSTRUCTIONS

For State Use in Completing the

FY 2007

CSBG Information System Survey

September 2007

Completed FY 2007 State-wide survey is due no later than March 31, 2008 to:

Jenae Bjelland
Director of Research
National Association for State Community Services Programs
[**bjelland@nascsp.org**](mailto:bjelland@nascsp.org)

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Note about These Instructions

These instructions are designed specifically for states in filling out the survey at the state level and in providing guidance to their local agencies in filling out the IS survey at the agency level. NASCSP provides hard copies of the IS survey forms for distribution to local agencies. An electronic database is distributed to states for compiling and reporting the agency data. The electronic CSBG/IS database for states will be distributed later this year. States are expected to submit agency-level data for Part I. States have the option of submitting state-level data in the database for Part II, National Performance Indicators. All information requested in the survey must be submitted by the state in the electronic database.

NASCSP does not currently provide an electronic database for local agencies. Many states have their own data collection systems in place for local reporting. If your state is interested in information on the various data collection systems available, please feel free to contact NASCSP.

These forms should be read thoroughly by the state, and the portions that apply to local agencies can be copied and distributed along with copies of the agency-level forms. Sections A-C of the survey pertain specifically to state CSBG offices and do not need to be filled out by local agencies. However, we include them in the agency packet so that there is a complete survey available for agencies to see all the data that are collected and available in their state network.

Overview of the 2007 CSBG/IS Forms

There are some changes to the content and format of the FY 2007 CSBG Information Survey. These forms will remain unchanged until 2009. The forms are available on the NASCSP website at: <http://www.nascsp.org/csbg.htm#forms>.

Matters of Emphasis

Part I: Section B **Uses of Discretionary Project Funds** Please account for all recipients who received discretionary money in this category. Those entities that also report data and outcomes in the rest of the survey must also be accounted for in Section B. Spaces are provided for the most common recipients of these funds. Please list organizations that do not fit in these categories along with the amount of discretionary funding provided. You may group the totals for organizations of the same type. Please also note that the amounts reported in 5.a must match those reported in 5.b, and must also match item 2.c in Section A.

Part I: Section E **Service Category 10, Other** While we have included this category specifically to identify *significant* initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category *only* if a project clearly does not fit. ***In most cases we do not expect this category to contain any data.*** We encourage you to call us with any questions you might have.

Administrative Costs Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs in the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible, as this item could have legislative impact on CSBG in the future. As IM 37 indicates, **not all indirect expenses are "administrative,"** especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs.

Part I: Section F

Federal and State “Other” Please ensure that each agency has not entered any programs in Federal or state “other” that belong in one of the general categories offered. NASCSP does not want to have to return the data to you for re-entry in the appropriate category. For any program legitimately listed in the “other” subcategories (Items I.3.1 Other HHS, I.3.o, Other Federal funds and II.o Other State funds), **please provide as much detail as possible, including the full program name with the agency and program providing the funding and the amount of funding received.** Also, please make sure that all sources reported by eligible entities in Subsection I are of *federal* origin, while all sources reported in Subsection II are of *state* origin, i.e., are appropriated or designated from state revenues by the state’s government. PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.

For your convenience, we have included a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA as Appendix B to these instructions). You may find it helpful to distribute Appendix B to your grantees to help ensure that programs are listed in the proper location within Section F.

Part I: Section F

Federal and State Resources CAAs that administer housing programs may report those resources in the CSBG/IS as long as the programs fall under the auspice of the CSBG-required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported in Part II under Indicators 1.2, 1.3, 2.1, 3.2, and 6.2.

Part I: Section G

Changes to Format

You will notice that Section G has been renumbered since last year.

Race Categories have been updated to match the Census information that many agencies are required to maintain for other programs.

Education Levels of Adults Clarification has been added to indicate that Item F pertains only to adults age 24 and older.

Checking Category Totals With the exception of the “Other Characteristics” (Item 11) and “Source of Family Income” (Item 14), the

sums of all categories should be consistent with items 3 or 5 at the top of the section. For example, if all individuals providing information reported their age, the sum of individuals in the “Age” category (Item 8.a - Item 8.h) would be equal to the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

Total # of Respondents In Item 11.a-11.b, “Other Characteristics,” we are asking for the number of persons with the specific condition and also for the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families list one or more sources of income. These figures will make it possible for us to identify the total number of responses to these questions.

Source of Family Income Item 14b has been clarified to specify **Unduplicated # of Families Reporting that they have No Income. This is NOT a count of families about whom no income data was created.** Enter the unduplicated number of families that report no source of income.

Introduction and History

This is the twenty-fourth year in which there has been a survey of state uses of federal CSBG funds. The first comprehensive survey was conducted on 1983 operations in a cooperative venture between the National Association for State Community Services Programs (NASCSPP) and the National Governors' Association, with outside assistance from the Center for Community Futures. This led to the development of the National Voluntary Reporting System, or NVRS.

The surveys of FY 1984, 1985, and 1986 activity were conducted by the Center for Community Futures with guidance from the Data Collection Committee of NASCSPP.

The FY 1987 through 2006 surveys were conducted by NASCSPP. In FY 2001, reporting on the Information System Survey became a federal requirement. These surveys and the reports they generated were amended to focus on information of special interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs. The FY 2007 survey incorporates the lessons learned from earlier data collection practices and the analysis of this information. Changes are discussed and agreed upon by the Information System Task Force (ISTF), which includes members from across the CSBG network as well as other stakeholders and partners.

How to Complete This Survey

To assist you in your task, here is an overview of each section and suggestions as to who might be assigned responsibility for its completion.

The agency-level forms are distributed to states by e-mail and by CD. They are also available for downloading from the NASCSP website at: http://www.nascsp.org/Whats_New/whats_new.asp. These forms are designed to be distributed by states to local agencies. An electronic database version of the forms will be distributed to states later this year. States are expected to compile agency level data and enter it into the electronic database. **A 100 percent response from the eligible entities and discretionary grantees in your state is needed, so leadership and management by your office are necessary.**

The Cover Page is provided to assist states in capturing important contact information from local agencies completing the form.

Part I: Section A **This form is to be filled out by the state.** It will be included in the electronic database. We include it with the hard copies of the forms so that you have a complete hard-copy survey, but this form must be filled out in the electronic database. It is a financial statement, asking about the funds available for your 2007 CSBG program and how they were planned to be, and how they actually were, expended. Planned expenditures should be in your 2007 State Plan. Your fiscal officer should have actual expenditures.

Part I: Sections B and C **These forms are to be filled out by the state.** They will be included in the electronic database. We include it with the hard copies of the forms so that you have a complete hard copy survey, but these sections must be filled out in the electronic database. These sections ask for information about how your CSBG program is operated at the local and state levels. Many of the questions ask for a yes or no response, or a check mark if it is a multiple-choice question. You may require your fiscal officer's assistance for portions of these sections.

NOTE: Parts B and C should be relatively simple for anyone with a background in their state's CSBG program. However, if the person completing the report is new to the program, he/she may need to review previous state plans or contact NASCSP for clarification.

Part I: Sections D, E, F, G and Part II require input from local agencies or analysis of their reports, so you need to make implementation decisions or assignments quickly. Part I: Sections E and F are alike in requiring the generation of expenditures and the number of local CSBG agencies providing services, but they differ in several significant respects. Section E identifies only CSBG expenditures by service and demographic category, while Section F seeks to capture information more broadly describing *all* funds that support the entities providing CSBG services.

These sections should be sent to each local agency with instructions on how to complete the forms accurately. States may also consider providing training and technical assistance on how to complete these forms. If your office has already established a contractual relationship with your state CAA association, your simplest approach to Section F may be to contract with the CAA association to collect and compile this data. Another approach might be for you to prepare a cover letter, and mail the forms and instructions to your local CSBG agencies, setting a relatively early return date,; make a pitch for its completion at the next state CAA meeting,; and assign a

staff person to compile the responses and begin making calls if you do not have a good response by the due date.

Because all eligible entities and discretionary grantee's data is required, leadership and management by your office is necessary.

Part I: Section D asks for examples of your state CSBG network's top management and program accomplishments; how CSBG has eliminated a cause or condition of poverty in 2007; and innovative programs. The 2007 format continues to include the description of programs that mobilized or coordinated resources, and descriptions of senior and youth programs, both of which are recent additions to the information collected. Agencies are asked to provide three of each of the first three narratives and one each of the last two. States are then expected to select from agency responses and limit their submission to 1-3 responses, depending on the requirements outlined in the survey question. Responses are published in the appendix of the national CSBG Statistical Report, so we urge states and agencies to respond to this section carefully, with attention to spelling and grammar. Please remember to emphasize how state and agency efforts have affected anti-poverty programs. PLEASE DO NOT USE ACRONYMS, and identify agencies specifically by both name and location.

Part I: Section E asks for the number of agencies providing assistance and the CSBG expenditures in nine program categories. The tenth category, "Other," allows you to include programs that cannot be included under one of the nine service categories. Section E also asks for the number of agencies providing assistance and the expenditures in two demographic categories.

Please note that information in Table 2 on Youth and Seniors refers to programs that were also reported, by service category, in table 1. For example, among the funds reported under housing, a sub-total that represents accommodations installed in homes of frail or disabled elderly should be reported separately in table 2 as well as in the table 1 housing services total.,

Methods for completing Part I: Section E:

- 1) The easiest way to complete Section E by CSBG service categories may be to use the Microsoft Excel version of Section E, is on the NASCSP website at: <http://www.nascsp.org/Publications.htm> to distribute to your local agencies. This way, the totals can be checked electronically to ensure accuracy before they are submitted to the state. Then, the data can be transferred by the state into the run-time version of the forms.
- 2) An alternative method is to prepare Section E as a questionnaire to CAAs and other CSBG grantees or contractors. You will need to make photocopies of the Section E survey forms, the Section E instructions, and the CSBG Lexicon, which serve as reference documents to Section E. You may need to plan a training session for the staff of local CSBG agencies in your state on how to complete Section E, and dedicate a staff person to spend the time necessary to assist local CSBG staff and monitor their progress in completing their questionnaires on time.

Part I: Section F shows the program or initiatives other than CSBG, administered by the CSBG network agencies. It also asks for an accounting of the CSBG resources in the local agencies that

fill out this section so that the mix of CSBG and other resources can be described to policymakers. It does involve substantial local agency time to retrieve totals of funding and volunteer hours from all sources.

Part I: Section G asks for demographic information on all those utilizing and benefiting from local agency services. Since there is no national intake form, states have been asked to work with their local agencies to design a form that will capture the information required to complete this section of the report.

Part II: Outcomes of Effort gathers information on the 12 national indicators of community action performance. Please refer to the *Guide to Organizing and Reporting National Indicators of Community Action Performance* for further details on reporting for Part II.

Telephone Assistance Available

Telephone assistance to state CSBG administrators and their staff in completing the 2007 CSBG Information System Survey, or to devise approaches to completing it, is available.

If you have questions, call Jenae Bjelland at the National Association for State Community Services Programs (202) 624-5850 or contact her by email at bjelland@nascsp.org.

PART I: A Description of the Community Services Network

INSTRUCTIONS FOR PART I: Section A

State Allotments of Fiscal Year 2007 CSBG Funds

Part I: Section A has a financial statement format. Please provide planned expenditures in the first column and actual expenditures in the second column in Item 2. Items 3-6 refer to actual expenditures and should be based on the total in 2.d.

Item 1: State Reporting Period

This item asks you to indicate the 12-month period for which you are reporting data for this survey. “Reporting Period” means the program year in which you expended most of your state's allocation of fiscal year 2007 federal CSBG appropriations.

Items 2.a, 2.b, 2.c, and 2.d: Total obligations of CSBG funds in FY 2007

Each of these items contains two columns. The **Planned** column asks about the total funding you planned to spend before the start of the fiscal year, in each of these categories. Planned will likely be based on your anticipated state allocation. The **Actual** column asks how much was actually spent at the end of FY 2007 in each category. **The total in the Actual column should be used to calculate Items 3-6.**

The amounts of Items 2.a, 2.b and 2.c are each proportional amounts of the total CSBG funds *expended* in your state. When added together they produce Item 2.d

Item 2.a Eligible Entities

Enter the amount of CSBG funds allocated to all eligible entities. This amount should generally be at least 90 percent of all available funds. Please take the time to check whether the “actual” allocations to eligible entities equal at least 90% of all “actual” expenditures, not including carryover. If the figure you enter is less, please attach an explanation. For a definition of eligible entities, please see the Lexicon.

Item 2.b State Administrative Costs

Enter the amount of CSBG funds obligated toward administrative costs borne by your state. This amount should generally not exceed five percent all available funds.

Item 2.c Discretionary Projects

Enter the amount of CSBG funds obligated for discretionary projects throughout the state. Funds for discretionary projects are first identified here and then again in detail in Section B Items 5.a – 5.b. The totals for discretionary funds in Sections A and B must be equal.

Item 2.d Total Funds

Enter the sum of Items 2.a, 2.b and 2.c. This amount should represent all available CSBG funds for FY 2007.

Item 3 Carryover funding

The amount reported in Item 3, if any, should already exist within the amount of Item 2.d Actual and should not be thought of separately or added again to Item 2d. For a number of states, the entry in Item 3 should be zero.

Carryover funds would be zero for your state under one or more of the following conditions:

- If your state had expended all of its FY 2007 CSBG funds in FY 2007;
- if most of the in-state allocations will be expended at year-end (including state administrative funds);
- and if subgrantees have the authority to carry over small amounts of unused funds to be expended first in FY 2008, without a requirement to return them to the state.

There are at least two circumstances for which a state might report a carryover to FY 2008:

- If a state requires local CSBG agencies to return unexpended funds at the end of the contract year (in this case FY 2007), these amounts should be considered carryover. (While it may not be possible to provide a final accounting of this carryover amount until local agencies are audited, an estimate will suffice.)
- If a state planned to allocate or expend part of its 2007 CSBG funds in 2008.

Item 4 Carry-forward of FY 2007 funds

Enter the carry-forward amount of your FY 2007 appropriation to be utilized in future fiscal years. This amount should have already been subtracted from the total in 2.d Actual and is simply listed here.

Item 5 State CSBG funds

This item asks you to enter all state funds appropriated for the same purposes as CSBG, if any. For some states this amount will be zero.

Item 6 Total CSBG Funds

To determine the amount of Item 6, add together the values of Item 2.d and Item 5. The electronic state database will calculate this total automatically.

IMPORTANT

Section F of the survey also asks about state funds. The amount entered in Item II.a of Section F should be the same as the total amount reported for Item 5 of Section A.

INSTRUCTIONS FOR PART I: SECTION B

General Information on Local CSBG Agencies

The first four items of Part I: Section B, ask for information about the 90 percent or more of a state's CSBG allocation that must be passed through to “eligible entities,” local agencies eligible to receive CSBG funds. States are asked to provide a list of eligible entities, their addresses and their award amounts. *If you are completing this report electronically, please attach an electronic spreadsheet or word processing file with the necessary information.*

Item 1.a-1.k **Eligible entities receiving FY 2007 funds**

These items count the various types of entities that are eligible for pass-through funding by the CSBG.

Item 1.a **Number of CAAs among eligible entities**

Enter the total number of Community Action Agencies (CAAs) in your state that are eligible for pass-through funding. Most CAAs were designated eligible entities in the 1981 CSBG authorizing legislation. By statute, CAAs have a tri-partite board consisting of one-third elected public officials, at least one-third elected representatives of the low-income community, with the balance drawn from leaders within the private sector including businesses, faith-based groups, charities and civic organizations.

Item 1.b **Number of LPAs among eligible entities**

Enter the total number of Limited Purpose Agencies (LPAs) in your state that are eligible for pass-through funding. Like a CAA, to be considered an eligible entity, a private non-profit LPA must have a tri-partite board of directors.

Item 1.c **Number of organizations serving migrant or seasonal farmworkers**

Enter the total number of organizations specifically devoted to serving migrant or seasonal farmworkers. If this number is not zero, please indicate in **Item 1.d** the number of these organizations that were already counted as CAAs or LPAs under **Item 1.a** and **Item 1.b**.

Item 1.e. **Number of tribal organizations**

Enter the total number of organizations specifically designated as tribal organizations. If this number is not zero, please indicate in **Item 1.f** the number of these organizations that were already counted as CAAs or LPAs under **Item 1.a** and **Item 1.b**.

Item 1.g **Number of units of local governments**

Enter the total number of units of local government bodies that may be classified as eligible entities. If this number is not zero, please indicate in **Item 1.h** the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers or tribal organizations under **Items 1.a through 1.e**

Item 1.i Others designated eligible by statute

Enter the number of agencies that qualify as eligible entities due to a provision in your state's authorizing statute. If this number is not zero, please indicate in **Item 1.j** the number of these agencies that were already counted as CAAs, LPAs, organizations serving migrant and seasonal farmworkers, tribal organizations or units of local government under **Items 1a. through 1.g**

Item 1.k Total unduplicated number of eligible entities

Enter the total number of local agencies that qualify as eligible entities for CSBG funding. This should equal the total of Items 1.a through 1.i less double-counted agencies. Please check back to see the number your state reported in total and in each category last year. If the total number of eligible entities is different, either the answer to item 2 is yes, or you have added new areas and they have been reported in items 4b and c.

Item 2 Eligible entities dropped in FY 2007

Item 2 asks if any eligible entities funded in 2006 were dropped in 2007--either defunded for cause, or because they voluntarily discontinued operations. If the answer to this question is "yes," please enter the number of agencies dropped and the reason their funding was discontinued.

Item 3 Sub-state allocation method

Item 3 asks what method you used to allot pass-through funds among eligible entities. You are asked to select one of five sub-state allocation options which most closely describes the method employed in your state:

- The "historic" method means continuing to allocate to each eligible entity the share it received under federal funding prior to the creation of CSBG in 1981.
- The "base + formula" method is usually adopted when the formula-alone method would fail to provide the smaller eligible entities with enough funding to open their doors for operation. In this case, some minimum funding level, or base, is provided each eligible entity off the top of the state allocations, to be supplemented with whatever amount its formula share might be of the remainder of the state allocation for local agencies.
- The "formula alone" allocation method, whereby the allocation to any one eligible entity is calculated solely by determining the share its service area has relative to the total in the state of some factor(s) (such as population below the poverty income level, TANF households, unemployment rate, square miles, etc.).
- The "formula with variables" method is used by states that use a formula for the in-state allocation of most CSBG funds, but also award a fraction of their monies on a subjective basis, such as the quality of proposals received. "Variable" means elements other than formula factors, which are considered in distributing funds.
- The "hold-harmless + formula" allocation is usually adopted as a transition method in moving from a historic to a formula allocation, but moving in steps in order that eligible entities not be reduced or increased precipitously in any one funding period.

Item 4.a and Item 4.b **Coverage of counties**

“Coverage” means availability of services and access to a local agency for low-income people in a given county.

Item 4.a **Percent of counties receiving CSBG services**

The answer to Item 4.a is commonly interpreted as “x% of the counties in this state have a CSBG local multi-purpose agency assigned to provide services.” If the percentage answer you provide should not be interpreted that way (e.g., if you mean 50 percent of the people in the state live in counties with CSBG local services but that covers only 10 percent of the counties), please provide us with notes to interpret your data.

Items 4.b and 4.c **Number of counties newly receiving CSBG services in FY 2007**

For Item 4.b, please indicate the number of counties *newly* covered in FY 2007. List these counties in Item 4.c..

Item 5.a-Item 5.b **Uses of CSBG discretionary project funds**

Items 5.a through 5.b represent the uses of discretionary project funds provided in Section A Item 2.c. Use *expenditures* here, not planning figures; that is, include the amounts of grant awards or contracts that were actually made during your 2007 program year.

Item 5.a asks for the types of organizations that received discretionary project funds.

Item 5.a.1 **Awards to tribal organizations**

Enter applicable grant awards from discretionary project funds.

Item 5.a.2 **Awards to migrant or farmworker organizations**

Enter applicable grant awards from discretionary project funds.

Item 5.a.3 **Awards to state sub-grantee associations**

Enter applicable grant awards from discretionary project funds.

Item 5.a.4 **Awards to eligible entities**

Enter applicable grant awards from discretionary project funds.

Item 5.a.5 **Other**

Enter applicable grant awards from discretionary project funds. If discretionary programs in your state do not fall neatly into the previous categories, please provide a description of activities funded that makes clear the purposes and the recipient agencies.

Item 5.a **Total discretionary funds expended**

Enter the sum of 5.a.1 through 5.a.5

Item 5.b asks about the purpose for which the discretionary fund awards were provided.

Item 5.b.1 **Awards to local agencies for expansion to new areas**

Enter applicable grant awards from discretionary project funds.

Item 5.b.2 **Grants for exemplary or demonstration programs**

Enter applicable grant awards from discretionary project funds.

Item 5.b.32 **Competitive grants for exemplary or demonstration programs**

Enter applicable grant awards from discretionary project funds.

Item 5.b.4 **Training or technical assistance for local agencies**

Enter applicable grant awards from discretionary project funds.

Item 5.b.5 **Awards to statewide programs**

Enter applicable grant awards to statewide programs including grants for the support of state sub-grantee associations and statewide studies/planning.

Item 5.b.6 **General support**

Enter applicable grant awards from discretionary project funds

Item 5.b.7 **Other**

Enter applicable grant awards from discretionary project funds; specify purpose(s) of funds. State the express name of the program or initiative for which the funds were expended.

Item 5.b **Total discretionary funds expended**

Item 5.b should equal the sum of Items 5.b.1 through 5.b.7.

When completing Section B Item 5, please keep in mind that your total at Item 5.a should match both the total of Item 5.b and the total identified in Section A Item 2.c.

If Section A Item 2.c is *greater* than Section B Item 5.a and Item 5.b:

It is possible that some discretionary funds were not expended and therefore should not have been included in the total amount in Section A. Because Section A2c is based on the actual total, it should not include discretionary funds that are carried forward. Those are to be included in item A - funds carried forward to 2008. Please check to make sure there are no funds in Section A2c that are included in error.

If Section A Item 2.c is *less* than Section B Item 5.a and Item 5.b:

Check what you have included in Section B Item 5.a and Item 5.b to determine if any amounts other than *federal CSBG funds* have been included (i.e. state dollars) when you totaled the amount. If other monies have been added to the amount, they should not be included in this total.

INSTRUCTIONS FOR PART I: SECTION C

General Information on State CSBG Offices

Item 1-Item 4 **Administrative location, titles and duties**

Please fill in the item blanks with answers reflecting the structure of your state CSBG office.

Item 3

Please list any other programs administered by the same individual who administers CSBG;

Item 5.a - Item 5.b **State statute regarding the CSBG**

Item 5.a asks if your state legislature has enacted, in 2007 or earlier years, authorizing legislation governing the administration of the federal and/or state CSBG.

If your answer to **Item 5.a** is “no,” proceed to **Item 6.a**. If your answer is “yes,” please answer **Item 5.b** and the nine additional questions about the content of your state CSBG statute. *Please send either an electronic or hard copy of this information along with your database file.*

Item 6.a - Item 6.d **Supplementary state funding**

Items 6.a and 6.b **Real cost of CSBG Administration**

Item 6.a asks if the real cost of administering CSBG in your state, i.e. the expenditures required for all state administrative costs, was higher than the federally allowed limit (up to five percent of the federal CSBG allocation).

- If your answer is “yes,” you are asked to list the amount or value of the *extra* costs in **Item 6.b**.

Items 6.c and 6.d **State funds used**

Item 6.c seeks to determine if state funds provided the extra resources needed to administer the CSBG.

- If your answer is “yes,” you are asked to list the amount of state funds expended in **Item 6.d**.

Items 7.a and 7.b **State positions funded**

Item 7 seeks two figures: **Item 7.a**, the number of state employees funded in part or in whole by federal CSBG funds and **Item 7.b**, the full-time equivalents (FTEs), or the number of full-time staff positions, funded by the CSBG.

FTEs are generally calculated by dividing the total number of person-hours paid for by the CSBG by the number of hours, which is classified as full-time employment in a state's system. In many states, one FTE is 2,080 hours.

INSTRUCTIONS FOR PART I: SECTION D

Accomplishments, Success Stories and Innovations

Section D calls for narrative descriptions that provide a human face to the facts and figures reported elsewhere in this survey. It is this section that provides a framework for understanding how the CSBG works to improve the lives of low-income families and communities.

This section consists of five questions. The first question focuses on management and program accomplishments, the second focuses on the successes of those served by the CSBG, the third addresses innovative programs, and the last two questions address coordination and mobilization of resources to provide services.

States are required to aggregate agency responses and submit only those they feel best exemplify the state CSBG network (the specific number of narratives to be submitted for each question is detailed below). Please submit the narratives within the database; attachments will not be accepted.

Item 1: State CSBG Management

“What do you consider the top three *management or program accomplishments* achieved by your state CSBG administering agency during the FY 2007 program year?”

This question asks for you to describe efforts by the state office or other state level entities to improve the management of CSBG-funded agencies and/or improve program services. For example, was a new reporting or planning system implemented? Was special training provided? Was a new program activity created? States should submit no more than 3 narratives. Please provide a substantive description of why the accomplishment you describe is a positive achievement. This question should not be answered using local examples unless the state managers played an active role and that role is clearly described.

Item 2: Local agency program management

“Please provide three narrative or anecdotal accounts of how a local CSBG program (a) eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more *program participants or households moved out of poverty status*. Please indicate whether the activity was completely funded by the CSBG, or if not, why the CSBG was important to the outcome.”

This question asks your agency provide a description of how an individual, family or community was successfully served by local agencies using CSBG funds. States should submit no more than 3 narratives.

Item 3: Innovative statewide or local agency programs

“Please provide a description of three *innovative programs* funded at least in part by the CSBG that have demonstrated success in eliminating a cause or condition of poverty.”

This question seeks information on new and successful approaches or programs. The purpose of this question is to share *how* CSBG-supported activities creatively solve community and/or family problems. States should submit no more than 3 narratives.

Item 4: Mobilization and coordination of resources

“Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community.”

The point of this question is to show CSBG “at work” as it funds staff activities, investments, or services that meet a previously unmet community need. Agencies are to report one narrative for this question. States should then review and select one narrative to report for this survey. You may take as much space as you need and include any pertinent information. However, the elements detailed in the form must be included in the narrative for it to be effective.

See Appendix A for sample narratives for this question.

Item 5: Senior and youth programs

“Please provide a brief description of one youth-focused and one senior-focused initiative that describes how funding was used and coordinated with other programs and resources.”

This narrative does not need as much detail about how each element works in coordination with others as the description asked for in question 4, above. Agencies are to report one narrative for each type of initiative. States should then review and select one narrative to report for each type of program. We expect less than a half page for each narrative. Please focus on the elements in the list of items to include.

INSTRUCTIONS FOR PART I: SECTION E

2007 Dollars Spent by Service Category and Special Age Group

Section E focuses on detailed information about the services that were provided to low-income people and communities with CSBG resources in 2007. You may want to duplicate the worksheets (along with Section F and G) immediately and send them to your subgrantees for them to complete. A 100 percent accounting of the 2007 expended CSBG funds is expected from each state. **This section should account for all CSBG dollars expended by eligible entities as listed in Section A. 2a (Actual).**

Section E, Table 1 consists of nine categories of services: Employment; Education; Income Management; Housing; Emergency Services; Nutrition; Linkages with Other Programs; Self-Sufficiency; and Health. For each category of services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended (questions about the amounts of all other federal, state, local and private funds expended have been eliminated). Table 1 **should include** CSBG data on the special age groups, which are listed separately in Table 2.

In addition to the nine categories listed above, there is an additional category, “**Other.**” This category is provided to capture any information on *significant* activities that are funded by the CSBG but are not included in the other nine categories. *Most activities can be properly included in the nine provided categories. Please avoid use of this category whenever possible.*

Section E, Table 2 is included in response to Congressional interest in programs for two specific groups: youth and seniors. Youth and senior programs are those primarily directed at program participants in those two age categories. For these services, information is requested describing the number of agencies reporting and the amount of CSBG funds expended (questions about the amounts of all other federal, state, local and private funds expended have been eliminated). All CSBG funding reported in Table 2 should be extracted from data already included in Table 1, i.e. youth and senior programs should be reported under the traditional nine CSBG service categories in Table 1 as well as in Table 2.

We have included detailed information describing what activities are covered within each service category in the two tables in the terminology section (pages 24-35) of these instructions. This will help ensure that you can uniformly assign activities within each service category.

General activities that will make the data for this section easier to collect:

- Identify all projects/programs of all eligible entities and the discretionary grantees in your state, and the amount of 2007 CSBG funds spent for each. Attribute all expenditures to the identified categories. You will be asked to determine how much of the total expenditures of local CSBG agencies went to administrative costs. However, *these administrative costs should also be included in the expenditures for the services they help make possible.*

- Decide how to classify each project/program. Determine its *primary* purpose, and then assign it to whichever of the nine CSBG categories it most closely matches. If it truly does not fit into any one of the defined categories, put it in “Other” and include a description of the program.

Basic Definitions

The steps above contain terms with specific meanings for this section of the CSBG/IS.

- A program, project or service is the smallest activity for which CSBG agencies can reasonably be expected to keep track of dollars spent. CSBG/IS has historically referred to these activities as projects. Many agencies consider their activities “programs” or ongoing “services.” Ideally, a CSBG project is designed to fit in one of the nine CSBG service category areas, it follows one implementation strategy, and it is targeted to serve one low-income group.
- Often in practice, CSBG projects have multiple purposes, strategies, and recipient groups. Only the primary purpose of a project can be considered in determining where in Section E to enter its data; since dollars spent on the secondary and tertiary purposes of projects cannot be identified by the CSBG operator (or they would be projects in their own right), they must be ignored.
- **Administrative costs for CSBG reporting** are defined by the Office of Community Services as “equivalent to typical indirect costs or overhead. As distinguished from program administration or management expenditures that qualify as direct costs, administrative costs refer to central executive functions that do not directly support a specific project or service. Incurred for common objectives that benefit multiple programs administered by the grantee organization, or the organization as a whole, administrative costs are not readily assignable to a particular program funding stream. Rather, administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services” (<http://www.acf.dhhs.gov/programs/ocs/csbgs/documents/im37.htm>).

PLEASE NOTE: It is important to remember that all indirect expenses are not “administration”, especially if they are paying for the salaries of persons engaged in making linkages that mobilize funds or coordinate programs. CSBG is unique among federal programs in part because “linkages” is a service CSBG funds, not an administrative item. Similarly, when CSBG provides administrative funding for programs of other community organizations because there is a partnership with the subgrantee's own programs, these expenses may well be either Linkages projects or classified as the type of program being operated with the funds.

Entering data into the Section E Tables

Preliminary step:

- For ease of reporting, the forms for distribution to local agencies ask the agencies to provide the name of their agency to help the state keep track of the agency level data that is submitted. However, in the electronic database version of the forms which the state submits, please indicate how many of the local agencies eligible to receive pass-through funding (Item 1.k from Section B) in your state reported data for this section by entering the appropriate number next to the heading “**Total number of agencies reporting.**” The number of agencies reporting is important information that helps us understand what proportion of agencies responded. The federal law requires reporting by all eligible entities, however, if this proportion is less than 100 percent, it gives us a sense of how representative the expenditures reported in this section are of available CSBG resources in your state.

Section E, Table 1 has 10 rows. Table 2 has two rows which require data.

Tables 1 & 3, Rows 1-12

Service Category

The rows of the Section E Table lists each of the nine established service categories and one additional “other” category:

1. Employment
2. Education
3. Income Management
4. Housing
5. Emergency Services
6. Nutrition
7. Linkages
8. Self-Sufficiency
9. Health
10. Other

The first nine service categories comprise the primary rows into which CSBG expenditure data will be entered. Please keep in mind that the final service category, “Other” should be used *only* when activities do not fit within the nine established categories.

IMPORTANT

If the established nine categories are not adequate to reflect the breadth of your state’s programs, please provide an attachment describing the items included under “Other” so that we can design a more comprehensive system.

Table 1: CSBG by Service Category, FY 2007

This table includes all programs offered by the agencies in your state including those for youth and seniors which are identified specifically in Table 2.

Column 1

Number of Agencies Reporting

In the first column, the Number of Agencies Reporting should be only the number spending CSBG funds for the service category in question.

Column 2

CSBG Funds

In the second column, “CSBG Funds,” report all CSBG funds used to support the activity in the specific service category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

Administrative Costs

Enter the amount of the CSBG funds reported in Table 1 which were expended for administrative purposes. Administrative costs are those which aren’t readily assignable to a particular program funding stream, but rather relate to the general management of the grantee organization.

Table 2: Funds for Services by Special Age Group Category, FY 2007

This table contains programs that were already included under the nine service categories listed above in Table 1.

Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-17 or 12-21).

Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

Column 1

Number of Agencies Reporting

In the first column, the Number of Agencies Reporting should be only the number spending CSBG funds for the special age group category in question.

Column 2

CSBG Funds

In the second column, “CSBG Funds,” report all CSBG funds used to support the activity serving the specific age group category. *Administrative costs supported by the CSBG should be included as costs of providing a given service.*

Classifying Programs and Projects

In general, CSBG projects are not classified by the type of low-income group served--children, teenagers, or the elderly. They are classified by the poverty-causing conditions listed in the CSBG Act--lack of a job, lack of adequate education, lack of decent housing, poor nutrition, etc. For example, data on a nutrition project for the elderly would be entered in the Nutrition Service category, and an elderly employment project would go in the Employment Service category.

An exception to that general rule is projects for the homeless. CSBG-funded shelter programs for the homeless should not be listed in the Housing Service category, nor feeding programs for the homeless in the Nutrition Service category. Because of the current efforts of some federal and state agencies to identify resources available to the homeless, all projects targeted to the homeless and other CSBG-funded homeless aid should be listed in the Emergency Services category. CSBG long-term housing efforts also prevent homelessness but should be recorded in the Housing Service category.

The premise of the classification of CSBG services upon which the CSBG/IS has been based is that all projects funded with CSBG funds fit into one of the categories mentioned in the CSBG Act. As some states have developed initiatives that do not fit neatly in these categories but are designed to eliminate a cause of poverty, two more categories (Self-Sufficiency and Health) have been developed for the CSBG/IS and a third (Other) may be used to report significant initiatives in your state which do not fit the nine categories offered.

Several types of support services theoretically can be provided for each of the nine CSBG categories. For example, transportation can be a support service to a project in the education and nutrition categories, and information-and-referral can be a support service in the employment and housing categories. Comprehensive transportation and information and referral projects that serve several of the primary categories should be included in the Linkages Service category *only* if they operate as a separate administrative or program unit. If they are support activities, put them in with the primary project or program supported.

Discretionary Projects

Most projects funded from the State's CSBG discretionary funds, whether to eligible entities or other organizations, would be classified just like local pass-through projects. However, certain statewide projects have special classifications.

Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus, would be entered in the Income Management category. Data collection projects, except needs assessments, would also be entered here.

Grants to support participation in planning and/or coordinating services for low-income groups should be included in the Linkages Service category. Also included in this part of Section E are statewide Brokerage/Advocacy Projects, statewide study grants, or funding for statewide forums, conferences or coalitions.

Reference Aids

Several reference documents have been prepared to assist you in placing your state's CSBG projects in the appropriate subcategories, so that your data can be usefully combined with that of other states.

A detailed list of terminology used to describe programs in each service category of Section E follows. Service category classifications are included for each program. The Terminology section makes note of all changes from previous surveys and can help in assigning figures from programs that have been consolidated with other programs to the correct service category.

The Lexicon provides an alphabetical listing of program and budget terminology.

SECTION E TERMINOLOGY

Service Category 1 - Employment

Definitions of specific activities to be included in the Employment Service category are as follows:

Information and Referral (I & R)

- Information about employment and job training services.
- Referral to community programs.

Job Counseling

- Periodic counseling of un- or under-employed participants, including help with job hunting skills, formation of job clubs or identification of jobs.
- Can include I & R activities.

Job Placement/Development

Consists of comprehensive projects to get jobs for low-income persons.

- Development means finding vacant positions for which employers agree to interview low-income job seekers.
- Placement includes setting up job interviews for participating job hunters.
- Can include job counseling, job banks and I & R activities.

On-the-Job Training (OJT)

On-the-Job Training (OJT) activities to enhance the skills of working persons during their hours of employment.

Summer Youth Jobs (OJT)

Summer jobs for low-income young people, providing them income, work experience, and perhaps OJT.

Head Start Staff/OJT

Use of CSBG resources for OJT projects for Head Start staff, in support of that HHS program.

Weatherization Crew (OJT)

Use of CSBG resources for OJT projects for crews and staff, in support of DOE or other weatherization assistance programs.

Other OJT

Other OJT projects of local CSBG agencies, such as adult work experience, or career development for the staff of local CSBG agencies.

Employment Generating Projects

- Businesses, services or projects supported or run by local CSBG agencies to provide new job opportunities for low-income people.
- Can also include part-time income-enhancing projects such as establishing produce markets to sell surplus produce from community gardens.

Skills Training

- Training in skills for which there are immediate or reoccurring job opportunities.
- Includes training in word processing, welding, job hunting and similar skills.

Other Employment Projects

- Includes support of Green Thumb and projects to assist in finding jobs for such groups as the elderly, ex-offenders and single mothers.
- Can include provision of transportation to employment project participants and support for Department of Labor programs such as welfare-to-work and former JTPA programs consolidated under the Workforce Investment Act (WIA).

Interagency and Statewide Planning and Coordination

- Participation by CSBG agencies in the local planning and coordination of the Workforce Investment Act (WIA).
- Participation by CSBG agencies in local, regional or statewide planning and/or coordination of other community employment programs.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the employment and job training needs of low-income persons, to increase community or employer awareness of identified employment and training needs of the poor and to arrange for partnerships and coordinated initiatives in employment projects.

Service Category 2 - Education

Definitions of specific activities to be included in the Education Service category are as follows:

Information and Referral

- Information about educational opportunities.
- Referral to community programs.

Counseling and Guidance

Providing advice and guidance to low-income youths and adults about their educational aspirations and opportunities. These services may come in the form of:

- Counseling for at-risk students and dropouts;
- Students seeking scholarships to a college or technical school; or
- Adults seeking educational resources.

Public Education and Public Information

Educational or informational activities conducted by local CSBG agencies to inform the general public about the problems and solutions of poverty in their communities.

Head Start Support

Use of CSBG resources to supplement and improve the educational quality of the Head Start programs that are run by local CSBG agencies.

Day Care and Child Development

- Childcare and/or classes, frequently providing both child development instruction and support for working parents.
- Direct instruction in parenting skills.

Adult Basic Education (ABE), GED Instruction and/or Other Instruction

- Classes preparatory to obtaining a high-school equivalency certificate (GED), literacy skills, basic math skills, and English language, as well as all other instruction, workshops and tutoring.
- May also include classes in alternative education for high school dropouts, craft workshops, etc.

Other Education Projects

- Provision of transportation to education project participants.
- Scholarship programs for low-income students.
- In-school dropout prevention.
- Tutoring and counseling, etc.

Interagency and Statewide Planning and Coordination

Cooperation in meeting community education needs through

- Interagency planning and/or coordination, and
- statewide meetings or conferences to educate the general public or policymakers about the needs of low-income groups.
- Includes coalition-building projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions for the statewide needs of low-income groups.

Community Organization/and Brokerage/Advocacy

- Projects to mobilize community resources to meet the educational needs of low-income persons,
- to increase community or employer awareness of identified employment and training needs of the poor,
- and to arrange for partnerships and coordinated initiatives in education projects.

Service Category 3 - Income Management

All CSBG-funded energy efficiency activities should be included here.

Definitions of specific activities to be included in the Income Management Service category are as follows:

Household Financial Counseling and Information and Referral

- Providing information and referral about income management and counseling,
- instructing low-income individuals and families about preparing and implementing household budgets, and
- assisting with personal, credit and general consumer education issues.

Income Tax Counseling

Assisting low-income individuals and families to prepare their federal, state and/or local annual income tax reports, and informing them about the availability of credits and benefits.

Alternative Energy Installations, Public Information (Energy Conservation, Residential Energy Conservation Workshops, Weatherization Support)

- Workshops for low-income people or the general public on do-it-yourself home energy conservation measures.
- The use of CSBG resources to supplement the DOE or other state and federal weatherization programs run by local CSBG agencies with the objective of obtaining greater residential energy savings for low-income families.
- Installation of solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices.

Other Income Management Projects

Other projects to assist low-income persons to make better use of available income, such as organizing credit unions, food co-ops and car pools or van pools.

Interagency or Statewide Planning and Coordination

Participation in interagency local or statewide planning and/or coordination to meet community needs in areas such as residential energy conservation, tax preparation, consumer education, etc.

Community Organization and Brokerage/Advocacy

- Projects to mobilize community resources to identify or meet the needs of low-income persons to preserve income.
- Projects to increase local awareness of the identified needs of low-income populations to stretch their income and to arrange for partnership and coordinated initiatives in income management projects.

Better Use of CSBG Resources

Initiatives that pioneer more effective CSBG uses.

- Grants or contracts to train or provide technical assistance to local CSBG agencies, whether made to individual consultants, firms, state CAA associations or state training bureaus,.
- Data collection projects, except needs assessments.

Service Category 4 - Housing

Definitions of specific activities to be included in the Housing Service category are as follows:

Information and Referral

- Information about housing services.
- Referral to existing community programs.

Homeownership Counseling/Loan Assistance

Counseling on homeownership for low-income people, including assistance completing applications for HUD and Rural Development (formerly FmHA) home loan programs.

Other Housing Counseling and Landlord/Tenant Advocacy

Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations, as well as fair housing concerns.

Home Repair/Rehabilitation

- Provision of home repair and residential rehabilitation services to elderly and other low-income households.
- Can include home maintenance workshops.

Other Housing Programs

- Support for group homes;
- Meeting safety and health code standards;
- Home construction for low-income families;
- Urban homesteading;
- Provision of transportation to housing project participants; or
- Initiatives to enforce the Community Reinvestment Act.

Interagency and Statewide Planning and Coordination

Cooperation in meeting community housing needs through interagency or statewide planning and/or coordination.

- Can include participation in preparation of applications from local governments for Community Development Block Grant funds, rural water and wastewater facilities and Section 8 Housing.

Community Organization and Brokerage/Advocacy

Projects to mobilize the resources of communities to identify or meet the housing needs of low-income families.

Service Category 5 - Emergency Services

Definitions of specific activities to be included in the Emergency Services category are as follows:

Information & Referral

- Information about emergency and disaster relief services.
- Referrals to existing community programs.

Cash Assistance/Loans

One-time payments or short-term loans to families or individuals to help meet emergency needs for shelter, food, clothing, fuel, etc.

Emergency Energy Support

- Use of CSBG resources to amplify or supplement the crisis assistance or fuel payment aspects of any home energy assistance programs that are run by local CSBG agencies.
- Any CSBG resources used to make emergency energy payments, energy-related repairs, energy-related advocacy and/or crisis interventions, especially with energy suppliers.

Crisis Intervention & Crisis Case Management

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse, illness or unemployment.

- Includes temporary shelter for battered women and crisis hotlines.
- Can also include mediation or cases where the loss of benefits from programs such as TANF or Food Stamps causes family emergencies.

Donated Goods/Services/Cash

Mobilizing, storing and distributing donations of money, food, clothing, furniture, wood and other fuels, and professional services to help families and individuals meet one-time emergencies or recover from disasters.

Other Emergency Services

Can include services such as transportation to meet family emergencies, provision of legal aid.

Homeless Aid

Temporary shelter and/or food programs for the homeless.

- Can include other help, such as clothing, medical care and shelter construction.

Interagency or Statewide Planning and Coordination

Cooperation in meeting community emergency or disaster relief needs through interagency planning and/or coordination.

Community Organization, Brokerage/Advocacy

- Projects to mobilize the resources of communities to meet the emergency or disaster relief needs of their low-income groups.
- Projects to increase the awareness of the identified emergency or disaster relief needs of low-income groups.

Service Category 6 - Nutrition

Definitions of specific activities to be included in the Nutrition Service category are as follows:

Information and Referral/Counseling

- Information about nutrition services.
- Referral to community programs.
- Can include short-term or one-time counseling to individuals or groups about nutrition, diet and food preparation.

Surplus Food/Commodities Distribution

Use of CSBG resources to store and distribute surplus USDA agricultural commodities and other federally provided emergency food to low-income persons.

Food Pantries/Shelves

Organization or operation of community distribution outlets of locally donated food - such as dented canned goods and overstocked produce -- to low-income persons. This also includes assistance to regional food banks for preparation of food baskets.

Hot Meals

Providing hot breakfasts, lunches or dinners to low-income children, adults or elderly. This includes congregate or home-delivered meals.

Gardening/Canning/Self-Help Production

Assistance with neighborhood or community gardens to improve the diets of low-income families or operation of community canneries, or other projects to assist low-income families with preserving fruits, vegetables and meats.

Nutrition Education/Comprehensive Counseling

Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and infant nutrition training, etc.

Other Nutrition Projects

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) program; summer feeding programs for children; provision of transportation to nutrition project participants; etc.

Interagency and Statewide Planning and Coordination

Cooperation in preventing starvation and malnutrition through interagency planning and/or coordination.

Community Organization and Brokerage/Advocacy

Projects to mobilize community resources to meet the nutritional needs of low-income families, such as Thanksgiving basket campaigns and projects to increase local awareness of identified nutritional needs of low-income groups.

Service Category 7 - Linkages

Definitions of specific activities to be included in the Linkages Service category are as follows:

Information & Referral (I & R)

This is the classification only for CSBG agencies that utilize umbrella I&R units rather than incorporating the function into each program. List funding for that part of the local CSBG agency that fields all inquiries about available services, and makes referrals to community programs.

Family/Individual Counseling Programs

Programs providing one-to-one sessions with multi-problem individuals or families by certified counselors. *Comprehensive case-management for a long-term development program should be listed in Service Category 8, Self-Sufficiency.*

Local or State Needs Assessments and Other Community Outreach

- Projects undertaken by local or state CSBG agencies to identify and prioritize the needs of low-income citizens eligible for CSBG services and covering multiple problem areas and issues.
- Multi-purpose, general activities of units of local CSBG agencies that recruit volunteers and coordinate their activities and/or inform low-income citizens of numerous services for which they are eligible.
- Organizing community meetings.
- Coordinating community activities, such as beautification, recycling or crime prevention campaigns.

Transportation Projects

- Multi-purpose transportation components that convey participants, young and old, to services they need within their communities.
- Provision of transportation to meet the various needs of the elderly and handicapped, which cannot be assigned to a single direct program purpose in Service Categories 1 - 6 or in the Health Service category.

Elderly Projects

Multi-purpose or miscellaneous projects not listed in other subcategories and that are primarily for elderly people. (Employment or hot lunch projects, even if exclusively for the elderly, would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects as support for multi-purpose senior centers or recreation, consumer and homemaker services.

Neighborhood/Community Development

General funding for neighborhood or community centers that are multi-purpose satellites of local CSBG agencies; community or economic development projects of local CSBG agencies; etc.

Summer Youth Recreation

Projects to involve low-income youth in summer activities.

Other Linkages Projects

Miscellaneous projects, such as full-year youth recreation projects; multi-purpose services for ex-offenders, etc. Please provide some details describing these projects.

Interagency Planning and Coordination

Activities to cooperate with and participate in the planning and/or coordination of community services for low-income groups, such as support for planner(s) or planning units of generalists that support all CSBG funded services.

Community Organization and Brokerage/Advocacy Projects

- Comprehensive, multiple-purpose projects of local CSBG agencies to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency.
- Projects of state CSBG offices to increase statewide awareness of identified needs of low-income populations.

Service Category 8 - Self-Sufficiency

The purpose of this section is to capture expenditures being devoted to comprehensive, long-term programs of family development whose purpose is to help program participants achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty. While all CSBG expenditures in some way relate to these purposes, this section is for reporting on specific sub-grantee programs whose name and core purpose is related to such coordinated comprehensive strategies.

A significant number of Community Action Agencies are now incorporating comprehensive self-sufficiency programs into their program participant service practices. Recommendations from the states, CAAs and the National Task Force suggested the CSBG/IS address these activities and their distinct services in a separate category. In order to determine what a comprehensive self-sufficiency program involves, refer to the description of fundamental elements.

A Comprehensive Self-Sufficiency Program is a comprehensive system of support services which promotes, empowers and nurtures families or family members toward self-sufficiency. At a minimum, the following elements are included in a comprehensive case management program:

- a comprehensive assessment of the issues facing the family or family members and the resources the family brings to address these issues;
- a written plan toward self-support created with each family;
- a comprehensive assortment of services that are available to implement the plan;
- a case management methodology used to track and evaluate progress, as well as adjust the plan as needed; and
- staff who are flexible and establish trusting and long-term relationships with participants.

Definitions of specific activities to be included in the Self-Sufficiency Service category are as follows:

Case Management

A system which helps program participants to achieve self-sufficiency through comprehensive education and other goal-oriented action, etc. under the guidance of a trained professional.

ChildCare

Expenditures to pay for participants' childcare while they achieve program goals.

Family/Individual Counseling Programs

Counseling programs developed as part of the overall strategy for achieving self-sufficiency.

Cash Assistance

Purchases or cash grants to program participants.

Family Development/Intervention for Family Stabilization

This refers to crisis intervention/resource mobilization by para-professional specialists who provide case management and advocacy for families and individuals to promote self-sufficiency and coordinate public and private community resources to meet needs. This includes activities to assist families and individuals in preventing or addressing personal and situational problems by arranging and/or providing short-term assistance in developing long-range plans to meet multiple needs and emergencies that are preventing self-sufficiency. Services include outreach, advocacy, informal counseling, information and referral, follow-up and promoting active program participant participation in the process.

Service Category 9 - Health

The purpose of this section is to capture the increasing number of health-related activities that states have historically reported under "Linkages: Other." The categories below are those mentioned in notes provided by states on their past surveys. Programs historically reported under Nutrition should remain there, even though they clearly promote good health.

Definitions of specific activities to be included in the Health Service category are as follows:

Transportation to Medical Services

Transportation of low-income people to and from medical services.

Medical or Dental Screening

Expenditures for services to assess medical or dental needs.

Immunization

Expenditures in support of immunization programs and/or for providing immunization.

Prevention of Drug Abuse or Alcoholism

Funding for programs of education and support of program participants for prevention of these health problems.

Treatment of Alcohol/Drug Abuse

Expenditures related to identification and in- or out-patient treatment of these addictions.

Pregnancy Related Maternal and Infant Health

Expenditures related to health services for expectant and new mothers and infants. If these services are predominantly nutritional, e.g., education and food, they should continue to be reported under the Nutrition Service category, as should CSBG expenditures which directly support the WIC program. If most of the resources are being spent for non-nutritional screening and services, report them here.

Family Planning Services

Family planning, counseling, information and/or assistance.

Rural Health Programs

All programs designed to coordinate/increase all health resources available in rural areas.

Other Primary Health Care

This portion is for reporting direct primary services (services to eliminate disease, injury, malnutrition etc., not indirect help like education and prevention) funded by CSBG. Please provide additional information so we can fully understand the services offered. Medication, clinic visits, or home health care not covered in a subcategory above might fit here.

Other Health Programs

Any important health related services we may have missed above. Please provide us as much additional information as possible for any entries you make here.

Service Category 10 - Other Programs to Eliminate Causes of Poverty

While NASCSP hopes to keep the number of new categories down, we wish to ensure there is opportunity to report on every significant CSBG funded activity under a relevant heading.

While most leadership, advocacy, and partnership activity should be listed under linkages, if you feel there is a related effort that does not fit in the linkage category and you choose to list it as “Other,” you MUST provide an explanation.

If any funds are identified under the “Other” service category, please provide an attachment describing the types of programs funded.

Table 2: Age Group Category - Youth

Youth programs are defined as those that serve individuals aged 12-18. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically for young people and serve the age range of 12-18, even if the program includes slightly older or younger program participants (i.e. programs that serve program participants aged 10-21).

Table 2: Age Group Category - Seniors

Senior programs are defined as those that serve individuals aged 55 and up. While we hope that every effort will be made to report on those programs which serve only this specific age group, you should include all programs that are designed specifically to meet the needs of seniors and serve the age range of 55 and older, even if the program only includes program participants who are older than 55 (i.e. programs that serve program participants aged 65 and older).

INSTRUCTIONS FOR PART I: SECTION F

Other Resources Generated by the CSBG Network

Section F collects the data on all other resources administered and generated by the CSBG network. Section F is critical because it permits characterization of the work of the network as a whole and places the CSBG within a realistic context.

Some of the \$7 billion in the CSBG system cannot be categorized as funding coordinated through the CSBG. Section F summarizes all *non*-CSBG resources in local agencies.

This section assumes that states will gather information from their CSBG grantees, and that states will copy these pages for the distribution and collection of all relevant information.

IMPORTANT

*Please be extra cautious about identifying the **source** of funds for this section. This is particularly important when it comes to programs like the Childcare Development Block Grant (CCDBG) where funds go to the states, acquire another name, and are then used to contract with CAAs.*

Subsection I Federal Resources (other than CSBG)

The top of the Section F form asks for two important pieces of information:

Item I.1 Number of Local Agencies Reporting (Name of Agency Reporting)

On the forms to be used for distribution to local agencies, this item reads, “Name of Agency Reporting.” However, in the electronic database version of the forms which the state compiles and fills out, this item asks states to enter the total number of CAAs and other CSBG agencies whose data is included in this section. This is important information for NASCSP as we determine the baseline of agencies which account for reported program resources.

Item I.2 Amount of FY 2007 CSBG funds allocated to reporting local agencies

The amount of FY 2007 CSBG funds allocated to those agencies which are providing data in this section for federal, state, local and private funding. You should include any state CSBG discretionary dollars that were awarded to the eligible entities reporting under this section. **This amount should be the same as that reported in section A.2.a and A.2.c.**

The form then provides a list of federal grant programs whose cash or commodity value should be listed.

Item I.3.a **Weatherization (DOE)** Weatherization Assistance Program funding from the U.S. Department of Energy. Include Petroleum Violation Escrow (PVE) oil overcharge funds used for this program.

Item I.3.b **LIHEAP - Fuel Assistance** Low-Income Home Energy Assistance Program funding from U.S. Department of Health and Human Services. Include PVE oil overcharge funds used for this program.

Item I.3.c **LIHEAP - Weatherization** Low-Income Home Energy Assistance Program (LIHEAP) funding from the U.S. Department of Health and Human Services used to provide weatherization services.

Item I.3.d **Head Start (HHS)**
Head Start funding from the U.S. Department of Health and Human Services.

Item I.3.e **Early Head Start (HHS)**
Early Head Start funding from the U.S. Department of Health and Human Services.

Item I.3.f **Older Americans Act (HHS)**
Older Americans Act funding from the U.S. Department of Health and Human Services.

Item I.3.g **SSBG (HHS)**
Social Services Block Grant funding from U.S. Department of Health and Human Services.

Item I.3.h **Medicare/Medicaid (HHS)**
Medicare and Medicaid funding from U.S. Department of Health and Human Services.

Item I.3.i **Community Food and Nutrition (HHS)**
Community Food and Nutrition funding from U.S. Department of Health and Human Services.

Item I.3.j **Temporary Assistance to Needy Families (TANF)**
TANF Funds provided by U.S. Department of Health and Human Services. This should include all programs funded by TANF to provide services to former welfare recipients including programs that assist families in remaining self-sufficient. It is critical to examine the ultimate source of the funds because often TANF funds are funneled through other programs.

Item I.3.k **Childcare Development Block Grant (CCDBG)**
Childcare Development Block Grant funds provided by U.S. Department of Health and Human Services.

Item I.3.l **Other HHS Resources**
List all other funding from U.S. Department of Health and Human Services not listed in Item I.3.a – Item I.3.k. List in order of size. For each program, please list the name and the funding source. Please DO NOT use acronyms and abbreviations.

Item I.3.m **WIC (USDA)**

Women, Infant and Children nutrition program funded by the U.S. Department of Agriculture.

Item I.3.n **All USDA Non-Food Programs**

All non-food programs funded by the U.S. Department of Agriculture, such as rural development and housing.

Item I.3.o **All Other USDA Food Programs**

All other food programs funded by the U.S. Department of Agriculture, including The Emergency Food Assistance Program (TEFAP).

Item I.3.p **CDBG – Federal, State, and Local**

Community Development Block Grant funding from the U.S. Department of Housing and Urban Development directly or indirectly through contracts with the state or local government.

Item I.3.q1 – Item I.3.q2 **Housing Programs (HUD)**

Funding from Section 8 and Section 202.

Item I.3.r **All other HUD including Housing Programs (HUD)**

All other homeless and housing programs funded by the U.S. Department of Housing and Urban Development. Includes the HOME program and the McKinney Homeless program.

Item I.3.s **Employment and Training Programs (US DOL)**

The Department of Labor JTPA programs were restructured by the Workforce Investment Act (WIA) of 1998. This item asks for all resources from *federal* funding sources that are for employment and training activities, whether through state agencies or Workforce Investment Boards.

Item I.3.t **Other U.S. DOL Programs**

Funds from any other U.S. Department of Labor resources not captured in Item I.3.s.

Item I.3.u **Corporation for National and Community Service Programs**

Funds provided to programs such as the AmeriCorps*VISTA and AmeriCorps*NCCC programs, the SeniorCorps (Foster Grandparent, RSVP, or Senior Companion) programs, Learn and Serve, or America Reads.

Item I.3.v **FEMA**

Emergency funds from the Federal Emergency Management Administration such as food assistance and disaster relief.

Item I.3.w **Transportation (U.S. DOT)**

Transportation funding from the U.S. Department of Transportation.

Item I.3.x Other Federal Sources

List all other federal funding sources not listed in Item I.3.a – Item I.3.w. Choose from the list of other federal departments in the pull down menu. If your funding source still is not in the list, record it in one of the empty fields. PLEASE PROVIDE THE FULL NAME OF THE FEDERAL DEPARTMENT. List in order of size. For each program, please list the name and the funding source. Please DO NOT use acronyms or abbreviations.

It is important that all programs listed under "Other" in Item I.3.l and Item I.3.x are carefully scrutinized at the state level. Often programs entered here belong on the more specific categories listed in Item I.3.a through Item I.3.w. For those programs that are listed in these fields, please provide as much detail as possible. This will aid NASCSF in disseminating the information in our annual statistical report. Please do not use program acronyms.

Total: Non-CSBG Federal Resources

Should equal the sum of Item I.3.a through Item I.3.x.

Subsection II State Resources

Please group funding sources under the categories provided under items II.a through II.n.

Item II.a State-appropriated funds used for the same purpose as federal CSBG funds

This item asks for the amount of funds appropriated to reporting agencies that are governed under the same criteria as federal CSBG allocations. The figure reported here should include all of and only those funds that were allocated to local agencies as reported in **Section A, Item 5**.

| | |
|-------------------------|--|
| <u>Item II.b</u> | <u>State Housing and Homeless Programs</u> |
| <u>Item II.c</u> | <u>State Nutrition Programs</u> |
| <u>Item II.d</u> | <u>State Day Care and Early Childhood Programs</u> |
| <u>Item II.e</u> | <u>State Energy Programs</u> |
| <u>Item II.f</u> | <u>State Health Programs</u> |
| <u>Item II.g</u> | <u>State Youth Development Programs</u> |
| <u>Item II.h</u> | <u>State Employment and Training Programs</u> |
| <u>Item II.i</u> | <u>State Head Start Programs</u> |
| <u>Item II.j</u> | <u>State Senior Services</u> |
| <u>Item II.k</u> | <u>State Transportation Programs</u> |
| <u>Item II.l</u> | <u>State Education Programs</u> |
| <u>Item II.m</u> | <u>State Community, Rural and Economic Development Programs</u> |
| <u>Item II.n</u> | <u>State Family Development Programs</u> |
| <u>Item II.o</u> | <u>Other State Sources</u> |

For Item II.o, list all other programs that made use of state funding sources in order of size. Please list the names of all programs and each program's specific funding source(s) and funding amounts. *Please write out all acronyms and abbreviations.*

*It is important that all programs listed under Item II.o are carefully scrutinized. Often programs entered here belong on the more specific categories listed in Item II.a through Item II.n. For those programs that are listed in this item, please provide as much detail as possible. This will aid NASCSP in disseminating the information in our annual statistical report. *Please do not use program acronyms unless you also provide the full name of a particular program or funding source.**

Total: State Resources

Should equal the sum of Item II.a – Item II.o.

Double Count Amount: State Resources

If any of the state resources in Subsection II were also reported under Subsection I: Federal Resources, please estimate the amount here.

While it has always been the intent of the CSBG/IS that funds be reported once, by their original source, state practice may have varied. Therefore, please make every effort to report program funds awarded to local agencies by the state under their respective part of Section F. If this proves impossible and the programs in Subsection II, III, or IV include substantial funds from other sources, please estimate at the bottom of Subsection II, III, or IV how much may be double-counted.

| | |
|-----------------------|------------------------|
| Subsection III | Local Resources |
|-----------------------|------------------------|

Please group funding sources under the categories provided under items III.a through III.c.

| | |
|--------------------------|--|
| <u>Item III.a</u> | <u>Amount of unrestricted funds appropriated by local governments</u> |
| <u>Item III.b</u> | <u>Value of contract services</u> |
| <u>Item III.c</u> | <u>Value of in-kind goods/services received from local government</u> |

Total: Local Resources

Should equal the sum of items III.a through III.c.

Double Count Amount: Local Resources

If any of the local resources in Subsection III were also reported under Subsection I or II, Federal and State Resources, please estimate the amount here.

| | |
|---------------------------|---------------------------------|
| Subsection Part IV | Private Sector Resources |
|---------------------------|---------------------------------|

Please group funding sources under the categories provided under items IV.a through IV.g.

| | |
|-------------------------|---|
| <u>Item IV.a</u> | <u>Funds from Foundations, Corporations, United Way, other non-profits</u> |
|-------------------------|---|

Item IV.b **Other donated funds****Item IV.c** **Value of donated items, food, clothing, furniture, etc.****Item IV.d** **Value of in-kind services received from business**

The CSBG office should provide guidelines for valuing in-kind donations. A consistent, reasonable statewide method is all that is required.

Item IV.e **Fees paid by program participants for services**

Amounts entered for this item should include all resources generated by a local agency for direct services to program participants. Examples are income through “sliding scale” fees charged for medical care, mental health services, or legal/tax assistance.

Item IV.f **Payments by private entities for goods or services for low-income program participants or communities**

Some subgrantees are paid by private entities, profit or non-profit, to provide services to those corporations. Most such arrangements are contractual. Examples are: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, even rental of space and equipment in the service area. This space is for recording the gross income from such arrangements. Contractual arrangements which are simply direct subcontracts or subgrants of state, local or federal funds, should continue to be reported in the federal, state or local resources - and not reported here. This item is to record funding of a type not previously enumerated or which was historically assigned to a less appropriate category because the survey offered no item to capture these contractual arrangements involving the private or charitable resources of a non-governmental entity.

Item IV.g **Number of volunteer hours donated**

Volunteer *hours* are requested in Item IV.g. The figure entered here should be a whole number, should *not* be in currency format, and should not be added as part of the subtotal for Part IV.

Total: Private Sector Resources

Should equal the sum of Item IV.a - Item IV.f.

Double Count Amount: Private Sector Resources

If any of the private sector resources in Part IV were also reported under Subsection I, II, or III, please estimate the amount here.

Total Federal, State, Local and Private Resources

TOTAL: OTHER RESOURCES (I, II, III, IV)

Should equal the sum of the Totals from Subsection I, II, III and IV (this does not include CSBG) less the Double Count Amounts from Subsection II, III and IV.

INSTRUCTIONS FOR PART I: SECTION G

Program Participant Characteristics

The purpose of Section G is to gather information on *all* of the program participants served by local agencies whose support comes in whole or in part from the Community Services Block Grant (CSBG). This demographic information will strengthen the 2007 CSBG/IS Statistical Report by demonstrating who is being served by CSBG agencies. For example: Are CAAs serving a significant proportion of the community's elderly population? How many program participants are employed?

While the collection of demographic data is complicated and time-consuming, this information enables decision makers at the federal, state and local levels to better understand who is benefiting from CSBG funded activities.

Preliminary Items

Item 1 **Number of Agencies Reporting (Name of Agency Reporting)**

On the forms to be used for distribution to local agencies, this item reads, "Name of Agency Reporting." However, in the electronic database version of the forms which the state compiles and fills out, this item asks for the number of CAAs and other CSBG agencies whose data is included in this section. This is important information for NASCSP as we determine the baseline of agencies that account for reported program expenditures.

Item 2a **Total leveraged resources in agencies reporting, including CSBG**

This includes funds other than CSBG dollars. Please take the time to add up the allocations of the agencies reporting. *If all agencies in your state report in both Section G and Section F, the value of this item would be the same as the final total in Section F*

Item 2b **Total CSBG Funds for FY 2007**

The value of this item is the same as their total CSBG obligations from Section A.2.a and A.2.c Actual.

Item 3 **Total unduplicated number of persons about whom one or more characteristics were obtained.**

To obtain unduplicated counts, an agency will need to have a system to distinguish each individual so the number of services the individual is provided can be assigned to that individual. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, *not* seven services.

Item 4 **Total unduplicated number of persons about whom no characteristics were obtained**

If an agency has a system of unique identifiers but has not yet begun to record demographic characteristics, please total the number of persons for whom characteristics

were not obtained and enter the number here. Please note: These items should include all persons served in a local CSBG agency. If an agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported.

Item 5 **Total unduplicated number of families about whom one or more characteristics were obtained.**

To obtain unduplicated counts, an agency will need to have a system to distinguish which family unit each individual belongs to so the total number of services the individuals in the family are provided can be assigned to the family. For example, if a 3 person family enters an agency and each individual receives one different service, an unduplicated count would record one family, *not* three individuals receiving services who are each assigned the same family characteristics (income level, household type etc).

Item 6 **Total unduplicated number of families about whom NO characteristics were obtained**

This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, *not* ten services, or two individuals. Agencies generally append the family code to all family members' individual identifiers.

A family can be a single individual. For families of more than one individual, the definition of "family" is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a "single family."

For the purposes of this survey, a "family" is defined using the definition provided by the DHHS, in the Federal Register/Vol. 56 No. 34 Wednesday, February 20, 1991, page 6859.

Items 7-9: Characteristics of *Individual Program Participants* Receiving Services

Item 7.a - Item 7.b **Gender**

- Gender should be noted as either male or female for each individual receiving services.
- *If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.*

Item 8.a - Item 8.h

Age

- This item applies only to the individual who is *receiving* services. Most agencies record the date of birth and later tally ages annually to provide this information.
- *If all program participants listed in Item 3 reported their age, the sum of Item 8.a through Item 8.h should be equal to Item 3. The sum should not exceed the value in Item 3.*

Item 9.I.a - Item 9.II.f

Ethnicity/Race

NOTE: This section has been modified to conform to the changes made by U.S. Census Bureau in reporting race and Hispanic origin on the 2000 Census.

We are now asking for information both on Ethnicity (Hispanic or not Hispanic) and Race. These are now two separate categories. Therefore, someone who reports Hispanic for ethnicity in Item 9.I will also report a race from the racial categories in 9.II.

- This item concerns only the individual who is *receiving* services. We are seeking information on the race and the ethnicity of program participants. Please select only one description for each individual.
- Each program participant should be reported under Item 9, I.a. or I.b. *They should not be reported under both I.a. and I.b.*
- Additionally each program participant should be under Item 9, II.a., II.b., II.c., II.d, or II.e. They should only be reported once under Item 9 II. If a program participant self-identifies himself or herself as falling into more than one racial category they should be reported in Item II.f (multi-race).
- *If all program participants listed in Item 3 reported their ethnicity, the sum of Item 9 I.a through I.b should be equal to Item 3. The sum should not exceed the value in Item 3.*
- *If all program participants listed in Item 3 reported their race, the sum of Item 9 II. a-f should be equal to Item 3. The sum should not exceed the value in Item 3.*

Item 10.a - Item 10.e

Education

- Please note that this item **only** applies to individuals **24 years of age or older**. We are no longer asking for the characteristics “Non-HS grad/GED, teen or adult.” Instead, we will determine the number of non-high school graduates based on the education levels reported for individuals 24 years of age or older. If you have any questions about this item, please call us.
- *Even if all adults listed in Item 3 reported their education, the sum of Item 10.a through Item 10.e should be significantly less than the value in Item 3 because Items 10.a through 10.e only includes adults. The sum of Item 10 should not exceed the sum of items 6e-h (age of adults).*

Item 11.a - Item 11.b **Other characteristics**

- Please note: We are attempting to gather the total number of individuals responding to each of these particular questions. *This requires that all program participants responding to the question be represented in the “number surveyed” column.*
- For Item 11.a, every individual who responded to this question should be included in the “number surveyed” column. Only those responding who do *not* have health insurance should be included in the “number of persons” column. If an individual receiving services has any form of health insurance, including Medicare or Medicaid, they should be included in the “number surveyed” column only.
- For Item 11.b every individual who responded to this question should be included in the “number surveyed” column. Only those responding who are disabled should be included in the “number of persons” column. The definition of “disabled” used in this report is taken from the Americans with Disabilities Act of 1990: “The term disability means, with respect to an individual - (a) a physical or mental impairment that substantially limits one or more of the major life activities of such individual, (b) a record of such an impairment, (c) being regarded as having such an impairment.” Any individual who responded to this question but is not disabled should be included in the “number served” column only.

Item 12a. –12f. - Item 10.f **Family Type**

- Based on the composition of the family of the recipient, one of the five family types should be noted. If the family type of the recipient is not reflected in one of these types please mark “other.” If more than one member of a family receives services, the family should only be counted once.
- *If all families listed in Item 5 reported their family type, the sum of Item 12.a through Item 12.f should be equal to Item 5. The sum should not exceed the value in Item 5.*

Item 13.a - Item 13.h **Family Size**

- Please enter the number of people in the family of the person receiving services.
- *If all families listed in Item 5 reported their family size, the sum of Item 13.a through Item 13.h should be equal to Item 5. The sum should not exceed the value in Item 5.*

Item 14.a - Item 14k **Source of Family Income**

- Please enter the type or types of income received by all persons in the family. It is understood that a family may have several sources of income, please indicate all sources of income for each family. Food Stamps, Medicaid and other in-kind benefits (LIHEAP, WAP, etc.) will not be included in these calculations.

Item 14.a **Unduplicated # of Families Reporting Income Source**

- With this item we are attempting to collect an *unduplicated* count of families who provided information on sources of income in items 14c through 14k This will aid NASCSP in determining what percentage of families responding were receiving a particular source of income and in understanding how many were in programs that record their income sources. If all families reported on their source(s) of income, the number would match the figure in Item 10. If you have any questions about this item, please call us.

Item 14.b Unduplicated # of Families Reporting that they have No Income

Enter the unduplicated number of families that report no source of income.

Item 14.c TANF

Enter the unduplicated number of families that receive funds from the HHS Temporary Assistance for Needy Families program.

Item 14.d SSI - Supplemental Security Income

Enter the unduplicated number of families that receive SSI benefits. This is federal assistance usually provided to persons whose Social Security payments are inadequate.

Item 14.e Social Security

Enter the unduplicated number of families that receive Social Security benefits.

Item 14.f Pension

Enter the number of families that receive Pension benefits, including any type of income earned from private pensions, e.g. company retirement, IRA income or 401(k)(Keough).

Item 14.g General Assistance

Enter the unduplicated number of families that receive General Assistance. This is usually a state-funded program available for emergencies and in some instances becomes a regular source of income for single program participants. It has a variety of names, for instance, in some states it is called General Relief.

Item 14.h Unemployment Insurance payments

Enter the unduplicated number of families that receive Unemployment Insurance payments.

Item 14.i Employment plus any other sources

Enter the unduplicated number of families that have income from employment *and* from any other sources such as those included in this list.

Item 14.j Employment only

Enter the unduplicated number of families for whom employment is the only source of income. Employment is considered wages and salaries before deductions and self-employed income less operating expenses. Items 14.i and 14.j are mutually exclusive.

Item 14.k Other

Enter the unduplicated number of families that report other sources of income, including investments, rent etc.

Item 15.a - Item 15.f Level of Income

- This item refers to income levels of the families served compared to the current HHS Poverty Income Guidelines for 2007, published annually in the Federal Register. Note that in 2006 we divided the categories, “up to 50%” and “51% to 75%”. Data is required for these new categories in 2007. If possible for FY 2007, please record the number of families at each of the six percentage ranges of the poverty level. If your agency cannot delineate income levels by these categories at this time, please record data for income up to 75% of poverty as in previous years.
- *If all families listed in Item 5 reported on their level of income, the sum of Item 15.a through Item 15.f should be equal to Item 5. The sum should not exceed the value in Item 5.*

Item 16.a - Item 16.d**Housing****Item 16.a Own**

Enter the number of families that own their home.

Item 16.b Rent

Enter the number of families that rent their housing. Rent can be considered as money or services exchanged for housing and payment of a portion of rent in units shared with others.

Item 16.c Homeless

Enter the number of families that were homeless.

- The definition of the term “Homeless” used for this report, taken from the Stuart B. McKinney Act, follows:

“Homeless” or “homeless individual” includes: (1) An individual who lacks a fixed, regular, and adequate nighttime residence; and (2) An individual who has a primary nighttime residence that is: A supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.” The term “homeless” or “homeless individual” does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Item 16.d Other

If neither Item 16.a, Item 16.b nor Item 16.c describe the family’s housing situation, record them here.

If all families listed in 5 reported their housing, the sum of Item 16.a through Item 16.d should be equal to Item 5. The sum should not exceed the value in Item 5.

PART II: Outcomes of Efforts

Results Oriented Management and Accountability

Results Oriented Management and Accountability (ROMA) is an approach to management that builds accountability into the daily activities of employees and the daily operations of an organization. ROMA is an avenue for organizations to continually evaluate the effectiveness of their programs and plot a course for improvements in agency capacity and performance. ROMA is also the common language for members of the Community Action Network to use to respond to the Government Performance and Results Act (GPRA) of 1993 (which requires that federally funded programs demonstrate measurable outcomes).

In August of 1994, Donald Sykes, the Director of the Office of Community Services (OCS), chartered the Community Services Block Grant (CSBG) Monitoring and Assessment Task Force. The task force created six broad goals for members of the Community Action Network to use when responding to GPRA. Two goals speak about family level outcomes, two goals address community level outcomes, and two goals specify agency level outcomes:

- Low-Income People Become More Self-Sufficient. (Family level)
- The Conditions in which Low- Income People Live Are Improved. (Community level)
- Low-Income People Own a Stake in Their Community. (Community level)
- Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved. (Agency level)
- Agencies Increase Their Capacity to Achieve Results. (Agency level)
- Low-Income People, especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems. (Family level)

In an effort to capture national outcome data around these six goals, the MATF, with the assistance of the National Information System Data Collection Task Force (ISTF) and input from the entire Community Action Network, developed 12 national indicators of community action performance. These indicators were selected because they capture many of the significant efforts community action engages in and because they are indicators that were commonly reported. These national indicators represent an effort to standardize some outcome measures to support efforts to aggregate and utilize outcome data at the national level. It is expected that agencies will continue to collect and report all indicators that are useful to their accountability and management efforts, beyond the 12 national indicators. These 12 indicators are helpful at the national level but are in no way intended to replace agencies' current data collection efforts.

Instructions for completing Part II of the Survey

Please refer to the *Guide to Organizing and Reporting National Performance Indicators of Community Action Performance* for this section of the survey. On the forms, each national performance indicator is listed in its' own chart with a row for each of the sub-indicators.

Blank Rows

There are several blank rows in each chart where you may include any additional indicators that cannot reasonably be included within the national indicators. However, please make every effort to include as many of your indicators as possible in the national performance indicators so that we can include them in our national analysis.

Narratives

The charts also include space for you to record any significant narrative information for each of the six national goals, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data.

The Guide

The *Guide* is a detailed document to assist you in the implementation of collecting and reporting the national indicators. **PLEASE NOTE: You are strongly encouraged to read the entire guide before beginning to report your outcomes.** Each chart contains page references to the relevant sections of the guide for each indicator and many of the sub-indicators. Please refer to these sections of the guide for more information on the specifics of how to report each indicator.

Although the guide provides direction on how to report the national indicators in a standardized format and details, generally, what we are looking for under each indicator, it intentionally does not include definitions of terms. It is expected and encouraged that states and agencies will define their own terms based on their unique needs and communities.

IMPORTANT

Pilot tests were conducted to assist with the design and format of the Part II forms. Surveys indicated that those who were most successful at filling out these forms had read and familiarized themselves with the Guide, in its' entirety, before attempting to complete the forms.

Appendix A

Examples to Guide the Section D Narratives

In general, keep in mind that the IS Report is trying to omit onerous financial accounting of all non-CSBG funding for each CSBG category in Section E, by replacing the numbers with clear, real-life examples showing what mobilizing and coordinating resources (both monetary and other) can do to address one or more of the causes of poverty. In the past, we asked how much HUD, HHS, state, and private or local funding was linked with CSBG programs. The stories that have replaced this should include information about your program, and give much more detailed information about how you link resources to meet needs. Therefore, your response should include facts about the process, the partners and their roles and financial contributions, and the exact uses of the CSBG funds that make it all possible, as well as identifying the need for and result of the program. Please keep the narrative to **one page or less**.

The stories below are examples. They were submitted in 2001 for Section D "success stories"; although they were not focused on explaining how resources are combined with CSBG to reduce poverty, they happen to include a lot of the necessary information, so we have showcased them together with comments on the additional information needed to complete your narrative for the new section E item.

Identify full name of CAA

well-defined need, programs and program gaps identified.

Idaho EL-ADA, INC.: Meals and Transportation for Homeless

In response to an increase in the homeless population in Boise late in 2001, the City of Boise, Idaho and the Salvation Army opened an emergency Winter Relief Shelter (WRS) and feeding program, where overnight lodging, lunch and dinner would be provided. However, the shelter is located a few miles from the city center where participants would typically obtain work and breakfast from the Boise Rescue mission. It was difficult for the homeless to get to the shelter and still come into town to try to obtain work, and many consequently remained on the streets without food overnight so they could find work in the morning.

Great touch to document - emphasizes the strong work ethic of the participants.

Tells who identified the problem and took the initiative. Good addition would be to tell how the problem was identified.

Good specifics!

NO acronyms, please.

El-Ada, Inc., the Boise area CAA, contacted the City of Boise to see what could be done to provide transportation for the homeless from the shelter to downtown Boise. The City's budget was insufficient to secure transportation, and the Salvation Army had the staff and vehicles, but could not afford to provide the transportation without reimbursement. El-Ada pooled \$2,175 in CFNP funds with the City, and the Salvation Army to provide transportation for up to 132 people per day to and from the shelter. Running routes three times per day allows the residents to come into town for breakfast and work in the morning, return to the WRS for lunch and afternoon programs, dinner and night shelter. Those not staying over night at WRS can be returned to town for dinner or work.

Demonstrates outreach to partners, mobilizing and problem solving. Include who paid your staff to do these tasks.

This service is the result of an effective partnership between local government, the faith community, and the local community action agency. Alone, none of the three agencies could provide the service, but they work together, and homeless people are able to secure shelter and food while maintaining employment and other responsibilities.

Good impact description!

Massachusetts Hampshire Community Action Commission - Housing:

The lack of affordable housing in Northampton, Massachusetts is a major issue for the low-income population. Over the last few years, as Northampton has "gentrified" and as Smith College has expanded in the center of the city, the amount of affordable housing stock has declined. When it became clear that Meadowbrook Apartments would be sold, with 252 units, 80% reserved for low and moderate income tenants, Hampshire Community Action Commission (HCAC) knew it had a role to play in preserving the affordability of those units. In partnership with the City of Northampton and others, HCAC worked at a variety of levels to see that the new owners did not reduce the number of affordable units.

Key partner named; name all partners and role of each.

A list would be OK here - which partners and "levels" ?

Need and goal clearly defined; include explanation of the "gap" the CAA is filling - why could no other agency do what's needed?

Detail what CSBG paid for i.e.: staff time and materials, etc.

Clear partnership definition

Good touch to give a sense of time needed to develop project.

Using CSBG funds, HCAC's Organizing Program helped the Meadowbrook tenants create a tenant's organization and learn the skills necessary to advocate for their own interests. After working with the Mayor of Northampton and the tenants for six or seven months, HCAC organizers empowered the tenants to become proactive in addressing their concerns with the incoming management company. Through staff support and technical assistance, HCAC helped the tenants elect officers, take positions and conduct community actions. As a result of these and other actions, including negotiations between the new owners and the Massachusetts Housing Finance Authority, HCAC expects that these buildings will become 100% affordable housing for thirty years. The tenants have new skills and an organization to help them look out for their own interests and HCAC is helping to eliminate a significant condition of poverty in the county.

Nice extra touch to give a human example of the outcome of the project but please replace real names for confidentiality.

Too modest! That's a change from 80% to 100%- 51 more low-income units than planned!! Emphasize your own victories!

Good to list important new partner. Include list of all contributed by partners.

Helen is a 38-year-old white, single mother of an eight year old. She has an Associate degree but does not work because of multiple disabilities. She is a low-income person who has lived in subsidized housing at Meadowbrook since her son was born. She was very concerned about losing her subsidized housing. Helen doesn't own a car and relies on buses and taxis to get around. She says, "Living at Meadowbrook means I can pay my rent, my bills and buy food to feed my family. If I had to move, I couldn't meet all these obligations".

Here would be the place to list any data on outcomes, impact, value future expectations.

Appendix B

FEDERAL RESOURCES

| AGENCY | FEDERAL PROGRAMS |
|--------|---|
| USDA | Rural Rental Housing Loans |
| | Special Supplemental Nutrition Program for Women, Infants, and Children (WIC Program) |
| | Child and Adult Care Food Program |
| | Summer Food Service Program for Children |
| | Nutrition Education Training Program |
| | Emergency Food Assistance Program (Administrative Costs) |
| | Nutrition Program for the Elderly (Commodities) |
| | WIC Farmer's Market Nutrition Program |
| | Rural Development Grants (formerly FmHA) |
| | Empowerment Zones Program |
| HUD | Housing Counseling Assistance Program |
| | Community Development Block Grants/Entitlement Grants |
| | Community Development Block Grant/Small Cities Program |
| | Emergency Shelter Grants Program |
| | Supportive Housing Program |
| | Shelter Plus Care |
| | HOME Investment Partnerships Program |
| | HOPE 3 |
| | Housing Opportunities for Persons with AIDS |
| | Opportunities for Youth - Youthbuild Program |
| | New Approach Anti-Drug Grants |
| | Section 8 Housing Choice Vouchers |
| | Lead-Based Paint Hazard Control - Privately Owned |
| DOJ | Crime Victim Assistance |
| | Edward Byrne Memorial State & Local Enforcement Assistance Discretionary Grants Program |
| | S.T.O.P. Violence Against Women (Violence Against Women Formula Grants) |
| | Grants to Encourage Arrest Policies & Enforcement of Protection Orders |
| DOL | Senior Community Service Employment Program |
| | Migrant and Seasonal Farmworkers |
| | Job Training Partnership Act |
| | Welfare to Work Grants to States and Localities |
| | Workforce Investment Act |
| | One-Stop Career Center Initiative |
| | WIA Dislocated Workers |
| | Employment and Training Administration Pilots, Demonstrations |
| DOT | Homeless Veterans Reintegration Project |
| | Formula Grants for Other than Urbanized Areas |
| | Capital Assistance Program for Elderly Persons and Persons with Disabilities |
| IRS | Occupant Protection Grants |
| | Tax Counseling for the Elderly |
| ARC | Wrap Around Childcare |

| AGENCY | FEDERAL PROGRAMS |
|--------|---|
| SBA | Small Business Loans |
| EPA | State Indoor Radon Grants |
| | Sustainable Development and Challenge Grants (Innovative Community Partnerships) |
| DOE | Weatherization Assistance for Low-Income Persons |
| FEMA | Emergency Food and Shelter National Board Program |
| EDU | Adult Education - State Grant Program |
| | Title I Program for Neglected and Delinquent Children |
| | Special Education - Grants to States |
| | Rehabilitation Services |
| | Special Education - Preschool Grants |
| | Safe and Drug-Free Schools and Communities - State Grants |
| | Adult Education National Leadership Activities |
| | Even Start - State Educational Agencies |
| | Even Start - Statewide Family Literacy Program |
| HHS | Programs for Prevention of Elder Abuse Neglect and Exploitation Title VII |
| | Long Term Care Ombudsman Services for Older Individuals Title VII Chapter II |
| | Disease Prevention and Health Promotion Services Title III - F |
| | Special Programs for the Aging Title III, Part B Support Services and Senior Centers |
| | Special Programs for the Aging Title III, Part C, Nutrition |
| | In Home Services for Frail Older Individuals Title III – Part D |
| | National Family Caregiver Program |
| | Centers for Research and Demonstration for Health Promotion |
| | Ryan White Title IV |
| | Childhood Lead Poisoning Prevention Projects |
| | Abstinence Education |
| | Transitional Living for Homeless Youth |
| | Education and Prevention to Reduce Sexual Abuse of Runaway, Homeless Street Youth |
| | Temporary Assistance for Needy Families |
| | Low-Income Home Energy Assistance |
| | Community Services Block Grant - Discretionary Awards |
| | Community Food and Nutrition |
| | Childcare and Development Block Grant |
| | Family Violence Prevention and Services |
| | Family Violence Prevention & Services/Grants for Battered Women's Shelter |
| | Head Start |
| | Native American Programs Title V |
| | Community Food and Nutrition |
| | Runaway and Homeless Youth |
| | Foster Care Title IV-E |
| | Social Services Block Grant |
| | Family Violence Prevention and Services/Grants for Battered Women's Shelters - Grants to States and Indian Tribes |
| | Independent Living Program |
| | State Children's Insurance Program (Title XXI) (Child Health Plus) |
| | Medicare - Supplementary Medical Insurance |
| | Medical Assistance Program |
| | Health Care Financing Research, Demonstrations and Evaluations |
| | Ryan White Title I |
| | Ryan White Title II |

| | |
|------|---|
| HHS | Healthy Start Initiative |
| | HIV Prevention Activities - Non-Governmental Organization Based |
| | Block Grant for Prevention and Treatment of Substance Abuse |
| | Preventive Health and Health Services Block Grant |
| | Maternal and Child Health Services Block Grant |
| CNCS | Retired and Senior Volunteer Program |
| | AmeriCorps |
| | Foster Grandparent Program |
| | Volunteers in Service to America |
| | Senior Companion Program |
| SSA | Social Security - Disability Insurance |
| | Supplemental Security Income |

INSTRUCTIONS

For Completing the

FY 2007

CSBG Information System Survey

September 2007

Completed FY 2007 CAA Survey is due no later than January 15, 2008

**Developed by the
National Association for State Community Services Programs**

**(This Copy has been edited by the Michigan CSBG Office
as noted in the Table of Contents)**

TABLE OF CONTENTS

EDIT NOTES:

- Pages 1—3 have been changed to remove directions to the state CSBG office and to include information relative to Michigan.
- Information directed strictly toward the state CSBG office, including Survey Sections A, B and C (pages 4—13), has been removed from this “Instructions” copy and these sections have been removed from the Table of Contents.
- Pages 14—15 have been changed to remove directions to the state CSBG office.
- Page 41 has been retyped due to instruction errors included in the NASCSP copy under Item 5 and Item 6.
- The following Attachment has been included: Definitions for “Ethnic Groups” and “Race.”
- A full, unedited, copy of the “Instructions” can be found on the NASCSP website at: <http://www.nascsp.org/Publications.htm>

Changes for FY 2007 have been marked with a line in the right margin.

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Pages 4-13 have been removed – See note above

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ATTACHMENT: Definitions for “Ethnic Groups” and “Race”

Overview of the 2006 CSBG/IS Forms

There are some changes to the content and format of the FY 2007 CSBG Information Survey. These forms will remain unchanged until 2009. The forms are available on the NASCSP website at: <http://www.nascsp.org/csbg.htm#forms>.

NOTE: Michigan CAAs must use the forms provided by the state CSBG Office. **PART I and PART II forms have been modified to meet the needs of the State of Michigan for program identification and data compiling purposes.**

New This Year

PART I:

Changes to this section are outlined below. Details can be found in the appropriate section of these instructions.

Section D: No changes

Section E: Table 2 – Ages have been included for “Youth” and “Seniors.”

Section F, Federal: No change

Section G: No changes. Reminder: This section has been reorganized into two sections pertaining to individuals and families/households. Item 9 – includes the new Ethnicity and Race categories picked up in the FY06 report.

PART II: OUTCOMES OF EFFORTS

Part II (National Version) has some minor changes where duplicate information found in Part I is no longer required to be reported under the National Performance Indicators.

HOWEVER, Michigan has added several “state” indicators/sub-indicators that must be reported if the activities are applicable to the local CAA.

Matters of Emphasis

Part I: Section E

Service Category 10, Other: While we have included this category specifically to identify *significant* new initiatives, almost all CAA activities can be best described by one of the nine primary service categories listed in Section E. Please use this category *only* if a project clearly does not fit. ***In most cases we do not expect this category to contain any data.*** We encourage you to call us with any questions you might have.

Administrative Costs: Please refer to OCS Information Memorandum 37 for detailed direction on how to report administrative costs on the CSBG/IS survey. We are making a concerted effort to report our administrative costs as accurately as possible as this item could have legislative impact on CSBG in the future. As IM 37 indicates, **not all indirect expenses are "administrative"**, especially if they are paying for the salaries of persons engaged in linkages, mobilizing resources, or coordinating programs. Also see page 17, Basic Definitions, for "Administrative costs for CSBG reporting..."

Part I: Section F

Federal and State "Other:" Please ensure that the agency has not entered any programs in Federal or state "other" that belong in one of the general categories offered. NASCSP does not want to have to return the data to the state for re-entry in the appropriate category.

For any program placed in the "other" subcategories (Items I.3.1 Other HHS, I.3.o. Other Federal funds and II.o. Other State funds), **please provide as much detail as possible, including the full program name, the amount of funding it received, and the source(s) of the funding**. Also, please make sure that all sources reported by eligible entities in Subsection I are of *federal* origin, while all sources reported in Subsection II are of *state* origin; i.e., are appropriated or designated from state revenue by the state's government. PLEASE DO NOT USE ACRONYMS. INCLUDE THE FULL NAME OF THE PROGRAM.

For your convenience, we have included a list of Federal programs from the Catalog of Federal Domestic Assistance (CFDA) as **Appendix B** in these instructions. You may find it helpful to help ensure that programs are listed in the proper location within Section F.

Federal and State Resources: CAAs that administer housing programs may report those outcomes in the CSBG/IS as long as the programs fall under the auspice of the CSBG required tri-partite board. Traditional funding sources include USDA and HUD federal programs. In addition, these outcomes may also be reported in Part II under indicators 1.2, 1.3, 2.1, 3.2, and 6.2.

Part I: Section G

Changes to Format: Reminder - Section G has been renumbered.

Race Categories have been updated to match the Census information that many agencies are required to maintain for other programs.

Education Levels of Adults: Clarification has been added to indicate that Item F pertains only to adult age 24 and older.

Checking Category Totals. With the exception of the “Other Characteristics” (Item 11) and “Source of Family Income” (Item 14), the sums of all categories should check with Items 3 or 5 at the top of the section. For example, if all individuals providing information reported their age, the sum of individuals in the “Age” category (Item 8.a - Item 8.h) would be equal to the total unduplicated number of persons for whom characteristics were obtained (Item 3). In no case should the sum of answers to questions of characteristics exceed the number of individuals or families reporting (Item 3 and Item 5).

Total # of Respondents. In Item 11.a-11.b, “Other Characteristics,” we are asking for the number of persons with the specific condition and the total number who were surveyed. In Item 14.a we are seeking an unduplicated number of families with one or more sources of income. These figures will make it possible for us to identify the total number of responses to these questions.

Introduction and History

This is the twenty-second year in which there has been a survey of state uses of federal CSBG funds. The first comprehensive survey was conducted on 1983 operations in a cooperative venture between the National Association for State Community Services Programs (NASCSPP) and the National Governors’ Association, with outside assistance from the Center for Community Futures. This led to the development of the National Voluntary Reporting System, or NVRS.

The surveys on FY 1984, 1985 and 1986 activity were conducted by the Center for Community Futures with guidance from the Data Collection Committee of NASCSPP.

The FY 1987 through 2005 surveys were conducted by NASCSPP. In FY 2001, reporting on the Information System Survey became a federal requirement. These surveys and the reports they generated were amended to focus on information of special interest to state and federal policymakers, such as the relationship of CSBG to other funding sources and the development of innovative programs. The FY 2006 survey incorporates the lessons learned from earlier data collection practices and the analysis of this information. Changes are discussed and agreed upon by the Information System Task Force (ISTF), which includes members from across the CSBG network as well as other stakeholders and partners.

NOTE: Pages 4—13 of the national instructions only relate to the CSBG State office and these pages are not included in this document.

INSTRUCTIONS FOR PART I: SECTION D

Accomplishments, Success Stories and Innovations

Section D calls for narrative descriptions that provide a human face to the facts and figures reported elsewhere in this survey. It is this section that provides a framework for understanding how the CSBG works to improve the lives of low-income families and communities.

This section consists of five questions (two are new for FY 2004). The first question focuses on management and program accomplishments, the second focuses on the successes of those served by the CSBG, the third addresses innovative programs, and last two questions address coordination and mobilization of resources to provide services.

States are required to aggregate agency responses and submit those they feel best exemplify the state CSBG network (the specific number of narratives to be submitted for each question is detailed below).

Question 1, State CSBG Management

N/A for CAAs

Question 2, Local agency program management

“Please provide three narrative or anecdotal accounts of how a local CSBG program (a) eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more *program participants or households moved out of poverty status*. Please indicate whether the activity was completely funded by the CSBG, or if not, why the CSBG was important to the outcome.”

This question asks you to provide a description of how an individual, family or community was successfully served by local agencies using CSBG funds.

Question 3, Innovative state-wide or local agency programs

“Please provide a description of three *innovative programs* funded at least in part by the CSBG that have demonstrated success in eliminating a cause or condition of poverty.”

This question seeks information on new and successful approaches or programs. The purpose of this question is to share *how* CSBG-supported activities creatively solve community and/or family problems.

Question 4, Mobilization and coordination of resources

“Please describe one project or activity that linked resources from several sources to mobilize or coordinate a solution to a poverty problem in the community.”

The point of this question is to show CSBG “at work” as it funds staff activities, investments, or services that meet a previously unmet community need. Agencies are to report one narrative for this question. States should then review and select one narrative to report for this survey. You may take as much space as you need and include any pertinent information. However, the elements detailed in the form must be included in the narrative for it to be effective.

See Appendix A for sample narratives for this question.

Question 5, Senior and youth programs

“Please provide a brief description of one youth-focused and one senior-focused initiative that describes how funding was used and coordinated with other programs and resources.”

This narrative does not need as much detail about how each element works in coordination with others as the description asked for in question 4 above. Agencies are to report one narrative for each type of initiative. States should then review and select one narrative to report for each type of program. We expect less than a half page for each narrative. Please focus on the elements in the list of items to include.

were not obtained and enter the number here. Please note: These items should include all persons served in a local CSBG agency. If an agency cannot provide demographic characteristics for all persons it has counted, please note the unduplicated number of persons who were served but did not have demographic information reported.

Item 5 **Total unduplicated number of families about whom one or more characteristics were obtained.**

This requires that a similar system of unique identifiers be in place, which, in addition to identifying an individual, also identifies a family. For example, if a family member comes in and receives four services and another family member comes in and receives six services, an unduplicated count would record one family, not ten services, or two individuals. Agencies generally append the family code to all family members' individual identifiers.

A family can be a single individual. For families of more than one individual, the definition of "family" is a group of two or more persons related by birth, marriage, or adoption who live together; all such related persons are considered as members of one family. For instance, if an older married couple, their daughter, her husband and two children, and the older couple's nephew all lived in the same house or apartment, they would all be considered members of a "single family."

For the purposes of this survey, a "family" is defined using the definition provided by the DHHS, in the Federal Register/Vol. 56 No. 34 Wednesday, February 20, 1991, page 6859.

Item 6 **Total unduplicated number of families about whom NO characteristics were obtained.**

If an agency has a system of unique identifiers but has not yet begun to record demographic characteristics, please total the number of families for whom characteristics were not obtained and enter the number here. Please note: These items should include all families served in a local CSBG agency. If an agency cannot provide demographic characteristics for all families it has counted, please note the unduplicated number of families who were served but did not have demographic information reported.

Items 7-9: Characteristics of Individual Program Participants Receiving Services

Item 7.a – Item .b **Gender**

- Gender should be noted as either male or female for each individual receiving services.
- *If all program participants listed in Item 3 reported their gender, the sum of Item 7.a and Item 7.b should be equal to Item 3. The sum should not exceed the value in Item 3.*

Source: U.S. Census Bureau, 2000 Census of Population, Public Law 94-171 Redistricting Data File. Updated every 10 years. <http://factfinder.census.gov>.

Ethnic groups

Definition:

This discussion of ethnic groups applies to both Census 2000 and the American Community Survey 2004 and later years, unless otherwise stated. For detailed information about race and ethnic groups see the technical documentation for each survey or census.

There are two minimum categories for ethnicity: Hispanic or Latino and Not Hispanic or Latino. The federal government considers race and Hispanic origin to be two separate and distinct concepts. Hispanics and Latinos may be of any race.

Hispanic or Latino origin: For Census 2000, American Community Survey: People who identify with the terms "Hispanic" or "Latino" are those who classify themselves in one of the specific Hispanic or Latino categories listed on the Census 2000 or ACS questionnaire - "Mexican," "Puerto Rican," or "Cuban" - as well as those who indicate that they are "other Spanish, Hispanic, or Latino." Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Spanish, Hispanic, or Latino may be of any race.

Race

Definition:

The concept of race as used by the Census Bureau reflects self-identification by people according to the race or races with which they most closely identify. These categories are sociopolitical constructs and should not be interpreted as being scientific or anthropological in nature. Furthermore, the race categories include both racial and national-origin groups.

The racial classifications used by the Census Bureau adhere to the October 30, 1997, Federal Register Notice entitled, "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity" issued by the Office of Management and Budget (OMB).

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African Am., or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian, or Haitian.

American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian."

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander."

Some other race. Includes all other responses not included in the "White", "Black or African American", "American Indian and Alaska Native", "Asian" and "Native Hawaiian and Other Pacific Islander" race categories described above. Respondents providing write-in entries such as multiracial, mixed, interracial, Wesort, or a Hispanic/Latino group (for example, Mexican, Puerto Rican, or Cuban) in the "Some other race" category are included here.

Two or more races. People may have chosen to provide two or more races either by checking two or more race response check boxes, by providing multiple write-in responses, or by some combination of check boxes and write-in responses.

The concept of race is separate from the concept of Hispanic origin. Percentages for the various race categories add to 100 percent, and should not be combined with the percent Hispanic. Tallies that show race categories for Hispanics and non-Hispanics separately are also available.

A

LEXICON

for

Community Services Block Grant Funded Programs

and a CLASSIFICATION OF CSBG SERVICES

for use in the FY 2007 Survey of the

CSBG Information System

October 2007

INTRODUCTION

This LEXICON was first prepared in 1984 and revised annually.

Every publicly-funded program develops its own "language" from federal, state, and local legislation, regulations and the day-to-day operations of programs. This LEXICON contains words and phrases commonly used by state and local managers of Community Services Block Grant (CSBG) funded programs. It lists over 200 terms and acronyms in alphabetical order, and defines them.

The most important subset of the LEXICON are the terms and definitions of the Classification of CSBG Services. It describes specifically the major categories of services established by the CSBG Act and over 70 subcategories of services often funded through or in conjunction with the CSBG.

This publication was made possible by grant number 90ET0293 to the National Association for State Community Services Programs from the Office of Community Services, U.S. Department of Health and Human Services.

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Act

See **CSBG Act**.

Adult Basic Education (ABE)

ABE or GED Instruction, including preparatory classes for a high-school equivalency certificate General Education Degree (GED). List in Service Category 2 in Section E.

Adult Work Experience

Projects for adults, such as displaced homemakers, providing work experience to assist them in obtaining full-time, unsubsidized employment. List in Service Category 1 in Section E.

Advocacy

See **Brokerage/Advocacy**.

Agency

An organization receiving a CSBG grant or contract from a state or territory.

Aging Programs

See **Elderly Projects**.

Alcohol Abuse

Preventative classes, seminars or presentations on alcohol abuse; list in Service Category 9 in Section E. Crisis intervention to individuals abusing alcohol or to the families of alcohol abusers; list in Service Category 5 in Section E. In- or out-patient treatment of substance abuse; list in Service Category 9 in Section E.

Allocation

Funds appropriated by the U.S. Congress for the CSBG and distributed by the Secretary of HHS to states, territories and Indian tribes according to section 674 of the CSBG Act. A state's CSBG allocation is its share of the annual federal CSBG appropriation. This amount equates to the CSBG funds expended by a state in any fiscal year only when the carry-over from the previous fiscal year, the planned carry-forward into the next fiscal year and the state appropriations for CSBG, if any, are also factored in.

Allotment

CSBG funds from a state's allocation distributed by the state CSBG administering agency to eligible local entities and discretionary grantees in accord with established state procedures consistent with the CSBG Act. Also known as CSBG substate allotment.

Alternative Education

Non-school education projects for school dropouts; list in Service Category 2 in Section E.

Alternative Energy Installations

Installations of non-fossil, non-resistance energy sources such as solar window collectors, greenhouses, solar hot water heaters and other residential applications of low-cost alternative energy devices; list in Service Category 3 in Section E.

Apartment Locator Aid

List in Service Category 4 in Section E.

Assurances

To receive its annual allocation of CSBG funds, each state's Governor must submit an application to the Secretary that, among other things, "certifies" or provides "assurances" that the state will comply with 24 specific conditions contained in the CSBG Act. The conditions are listed in Sec 675(b) (1 assurance), 675(c)(1) (12 assurances), 675(c)(2) (2 assurances), 675(c)(3) through (12)(10 assurances), 675(d) (2 assurances).

Assurance Plan

The application of a Governor to the Secretary for the state's allocation of CSBG funds shall contain, among other things, a plan with provisions describing how the state will carry out the required assurances, and this plan shall be made available for public inspection and easy review and comment. From Sections 675(d)(1) and (2) of the CSBG Act.

Available Income

See **Better Use of Available Income**.

Battered Women's Shelters

Temporary shelters and counseling for battered women. List in Service Category 5 in Section E.

Better Use of Available Income

One of 10 categories of CSBG services, listed under the Income Management category in Section E of the survey. From Sec 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (iii) to make better use of available income."

Brokerage/Advocacy

Projects to increase awareness of identified needs of the poor. List in Service Categories 1 (employment), 2 (education), 3 (income management), 4 (housing), 5 (emergency service), 6 (nutrition), and 7 (linkages) in Section E.

Budget Counseling

Counseling clients on family budgets. List in Service Category 3 in Section E.

C.O.G.

Councils of Government: local regional bodies that may be eligible entities.

Canneries/Self-Help Production

Construction or operation of community canneries, or other projects to assist low-income families in preserving fruits, vegetables, and meats. List in Service Category 6 in Section E.

Car Pools

Projects organizing car pools and van pools to save money commuting to work or shopping; list in Service Category 3 in Section E. Car pools to access jobs should be listed in Service Category 1 in Section E.

Career Development

Training, workshops or courses for employees to qualify them for promotion to a more responsible position. Career development for staff of local CSBG operators. List in Service Category 1 in Section E.

Case Management

A system which helps clients to achieve self-sufficiency through comprehensive education, goal-oriented action, etc. under the guidance of a trained professional. List in Service Category 8, unless crisis intervention case management, which should be listed in Service Category 5.

Categories of Service

One of eight (8) divisions in Section E taken from the CSBG Act, plus self-sufficiency, health and other, used in the Community Services Block Grant Information System.

CDBG

The Community Development Block Grant. Participation in preparation of applications from local governments for CDBG funds. List in Service Category 4 in Section E.

Child Abuse

Intervention to prevent child abuse. List in Service Category 5 in Section E.

Classes

General instructional or educational classes for low-income persons; list in Service Category 2 in Section E.

Clothing

Donations of; list in Service Category 5 in Section E. Emergency payments for; list in Service Category 5 in Section E.

Community Action Agency (CAA)

Any organization officially designated for fiscal 1981 as a community action agency or a community action program under the provisions of section 210 of the Economic Opportunity Act of 1964 as amended. Private, nonprofit CAAs must have tri-partite boards of directors, consisting of one-third public officials, at least one-third representatives of the poor, and the remainder from the private sector pursuant to Sec. 675(c)(3) of the CSBG Act.

Community Center

See **Neighborhood Centers**.

Community Development

Community or neighborhood economic development projects run by local CSBG operations separately, or as joint ventures with private enterprise or local governments. List in Service Category 7 in Section E.

Community Food and Nutrition Programs (CFNP)

Community nutrition programs authorized under the CSBG Act.

Community Organization (general)

Comprehensive, multiple-purpose projects of local CSBG to mobilize community resources to meet a range of difficulties preventing low-income citizens from attaining self-sufficiency. List in Service Category 7 in Section E.

Community Organization (targeted)

Projects to mobilize community resources to meet the needs of low-income persons, in either of the following six areas: Employment (Service Category 1); Education (Service Category 2); Income Management (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); or Nutrition (Service Category 6).

Community Outreach (general)

Activities of local CSBG operators to insure that low-income citizens are aware of the range of services available to them, and of anti-poverty efforts in general. Can include funding for units of local CSBG operators that recruit volunteers and coordinate their activities, organize community meetings, coordinate special activities such as crime prevention campaigns, or conduct on-going needs assessments. List in Service Category 7 in Section E.

Community Outreach (targeted)

Projects of local CSBG operators insuring that eligible participants are aware of available services in any of the following six categories; list in CSBG services Parts 1 (Employment), 2 (Education), 3 (Income Management), 4 (Housing), 5 (Emergency Services) or 6 (Nutrition).

Community Participation

One of three strategies for providing CSBG services. From Section 675(c)(1) of the CSBG Act: "(B) to provide activities designed to assist low-income participants including the elderly poor -- (vii) to achieve greater participation in the affairs of the community."

Congregate Meals

Programs that provide on-site meals for the poor and the elderly. List in Service Category 6 in Section E.

Consumer Co-ops

Projects organizing consumer cooperatives or buying clubs, to stretch available income. List in Service Category 3 in Section E.

Consumer Education

Providing workshops, classes or counseling on consumer education issues. List in Service Category 3 in Section E.

Corporation for National Service

The Corporation for National Service is a public-private partnership that oversees three national service initiatives—AmeriCorps (AmeriCorps*VISTA and AmeriCorps*National Civilian Community Corps), Learn and Serve America, and the National Senior Service Corps (Foster Grandparent Program, Senior Companions Program, and the Retired and Senior Volunteer Program—RSVP).

Counseling

Community Action Agencies provide many different forms of counseling, please list them as follows: Crisis Counseling in Service Category 5; Educational Counseling in Service Category 2; Family Counseling and Comprehensive Case Management in Service Category 7 or 8; Home Ownership Counseling in Service Category 4; Credit Counseling in Service Category 3; Housing Counseling in Service Category 4; Individual Counseling in Service Category 7; Job Counseling in Service Category 1; Nutrition Counseling in Service Category 6.

Crafts

Classes or instruction of a general educational nature. List in Service Category 2 in Section E.

- Skill training to enable trainees to obtain a job or supplement their income. List in Service Category 1 in Section E.
- As business or income-generating projects run by CSBG operators; list in Service Category 1 in Section E.

Credit Counseling

Counseling to low-income individuals about personal credit. List in Service Category 3 in Section E.

Credit Unions

Organization of credit unions in low-income communities for low-income workers. If organized solely or substantially by CSBG operators list in Service Category 3 in Section E. If organized jointly with other community groups: list in Service Category 3 in Section E.

Crisis Hot Line

Telephone counseling to individuals in crisis. List in Service Category 5 in Section E.

Crisis Intervention

Intervention in emergencies such as those resulting from child, spouse, alcohol or drug abuse. Can also include mediation in case of utility shut-offs or in cases where loss of benefits from programs such AFDC or Food Stamps could cause family emergencies. List in Service Category 5 in Section E.

CSBG Act

Title VI (B) of the Omnibus Budget and Reconciliation Act of 1981, U.S. Public Law 97-35.

CSBG Mission

From Sec. 675(c)(1)(A) of the CSBG Act: "to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem."

CSBG Purpose

From Sec. 672(a) of the CSBG Act: "The Secretary is authorized to make grants in accordance with the provisions of this subtitle, to States to ameliorate the causes of poverty in communities within the state."

CSBG Services

There are eight categories of services contained in the CSBG Act -- Employment, Education, Better use of available income (income management), Housing, Removing obstacles and problems which block the achievement of self-sufficiency, Emergency Services, Nutrition and Linkages with other programs.

CSBG Strategies

There are three strategies for providing CSBG services contained in the CSBG Act -- private sector involvement, program coordination and community participation by the poor. Also, see individual listings of the three.

DOE/WAP

The Low-Income Weatherization Assistance Program of the U.S. Department of Energy.

DOT (U.S.)

The federal Department of Transportation.

Day Care and Child Development

Child care/or classes frequently providing both child development instruction and support for working parents. List in Service Category 2 in Section E.

Dental

See Medical/Dental screening. List in Service Category 9 in Section E.

Direct Service Projects

The provision of any of an array in Section E directly to low-income individuals. Contrast with Non-Service Projects.

Disaster Relief

Emergency assistance to victims in a community as a result of natural disasters or large scale accidents. List in Service Category 5 in Section E.

Displaced Homemaker

Organizing a support group of displaced homemakers (women returning to the workforce from being a full-time homemaker, usually the result of divorce or death of spouse). List in Service Category 1 in Section E.

Donated Goods/Services

Organizing or providing donations of food, clothing, furniture, wood and other fuels and professional services to help families and individuals meet one-time emergencies or recover from natural disasters. List in Service Category 5 in Section E. List donations to homeless persons in Service Category 5.

Drug Abuse

Preventative classes, seminars or presentations on drug abuse; list in Service Category 9 in Section E. Intervention or treatment of substance users can be listed in Service Category 9 in Section E.

Economic Development

See **Community Development**.

Education

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (ii) to attain an adequate education."

Education Counseling

Providing counseling and guidance to low-income youths and adults about their educational aspirations and opportunities. Can include counseling to high school dropouts, and to youth seeking scholarships to college or technical school. List in Service Category 2 in Section E.

Elderly Projects

Includes multi-purpose or miscellaneous projects that are primarily for the poor who are elderly (employment or hot lunch projects, even if exclusively for the elderly would be reflected in the Employment and Nutrition categories, respectively.) Can include such projects specifically for seniors as support for multi-purpose senior centers, recreation, consumer, health, homemaker, companion and other services for the elderly; information, referral or outreach projects; costs of sponsoring Foster Grandparent or R.S.V.P. programs; CSBG resources used to amplify or supplement Older American Act programs run by local CSBG operators; etc.. List in Service Category 7 in Section E.

Eligibility, Participant

The poverty line "... shall be used as a criterion of eligibility in community service block grant programs." quoting from Sec. 673 (2) of the CSBG Act.

Eligible Entity

From Section 673(1) of the CSBG Act: "any organization officially designated a community action agency or a community action program under the provisions of section 210 of the Economic Opportunity Act of 1964 for fiscal year 1981, or which came into existence during

fiscal year 1982 as a direct successor in interest to such a community action agency or community action program and meets all the requirements under section 675(c)(3) of this Act with respect to the composition of the board, unless such community action agency or community action program lost its designation under section 210 of such Act as a result of a failure to comply with the provisions of such Act. The term "eligible entity" also includes any limited purpose agency designated under title II of the Economic Opportunity Act of 1964 for fiscal year 1981 which served the general purposes of a community action agency under title II of such Act, unless such designated agency lost its designation under title II of such Act as a result of a failure to comply with the provisions of such Act, any grantee which received financial assistance under section 222(a)(4) of the Economic Opportunity Act of 1964 in fiscal year 1981, and any organization to which a State applied for and received a waiver from the Secretary under Public Law 98-139 made a grant under this Act in fiscal year 1984."

Emergency Aid, Other

List miscellaneous emergency services in Service Category 5 in Section E. See also Donated Goods/Services.

Emergency Cash Assistance

One-time payments to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. List in Service Category 5 in Section E.

Emergency Loans

Short-term loans to families or individuals to help them meet emergency needs for shelter, food, clothing, fuel, etc. List in Service Category 5 in Section E.

Emergency Services

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including elderly poor -- (v) to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance."

Employment

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (i) to secure and retain meaningful employment."

Employment-Generating Joint Ventures

Participation with private enterprise or local government in community projects that will provide an agreed-upon number of jobs for low-income citizens. List in Service Category 1 in Section E.

Employment-Generating Projects

Businesses, services or projects supported or run by local CSBG operators to provide new job opportunities for low-income persons. Can also include part-time income-enhancing projects such as establishing produce markets to sell the excess from community gardens. List in Service Category 1 in Section E.

Energy Conservation

Residential Energy Conservation Workshops or Public Information: Energy Conservation. List in Service Category 3 in Section E.

English Classes

Instruction in English-as-second-language. List in Service Category 2 in Section E.

Ex-offender: Employment

Projects to assist former inmates of prisons or correctional facilities find jobs. List in Service Category 1 in Section E.

Ex-offender: Multi-Purpose Projects

Comprehensive projects to assist former inmates of prisons or correctional facilities with employment, housing, educational, motivational and community acceptance difficulties. List in Service Category 7 in Section E.

Family/Individual Counseling

One-to-one sessions with multi-problem families or individuals by certified counselors. List in Service Category 7 in Section E. If providing long-term, professional case management services organized to remove obstacles to self-sufficiency over time, then list in Service Category 8.

Family Planning Classes

Classes, instruction or presentations on family planning. List in Service Category 9 in Section E.

Farmworkers

Direct support for, including membership fees of CSBG Council operators. List in Service Category 1 in Section E.

Farmworker Employment

Projects of local or state CSBG operators to find work for, or improve the working conditions of migrant, seasonal and other farmworkers. List in Service Category 1 in Section E.

Feeding Programs for the Homeless

Food programs for both transient and indigenous homeless persons. Depending on the source of funds, list in Service Category 5 in Section E.

FEMA

U.S. Federal Emergency Management Administration.

Fiscal Year (FY)

Any twelve-month period designated by the State. A year beginning on October 1 and ending on September 30 is the standard fiscal year of the federal government and of numerous state governments.

Food

Donations of; list in Service Category 5 in Section E. Emergency payments for; list in Service Category 5 in Section E. Provision of food; see Nutrition.

Food Banks

Assistance to regional Food Banks that support local Food Pantries. List in Service Category 6 in Section E.

Food Baskets

Preparation of food baskets for the poor; list in Service Category 6 in Section E. Organization of Thanksgiving or Christmas campaigns to provide food baskets for the poor; list in Service Category 6 in Section E.

Food Co-ops

Food-buying cooperatives. As a project to stretch the available income of low-income consumers; list in Service Category 3 in Section E. As a project to provide employment for co-op operators; list in Service Category 1 in Section E.

Food Pantries/Food Shelves

Organization or operation of community food distribution outlets for donated foodstuffs, such as dented canned goods and overstocked produce, to low-income persons. Can include assistance to regional food banks for preparation of food baskets for the poor. List in Service Category 6 in Section E.

Food Processing

Food preservation projects. List in Service Category 6 in Section E.

Foster Grandparent

Use of CSBG resources to provide sites for the Foster Grandparent program. List in Service Category 7 in Section E.

FTE

Full-Time Equivalent.

Fuel Assistance

Mobilizing donations of fuel in support for LIHEAP or other fuel payments assistance. List in Service Category 5 in Section E.

Garden Projects

Assistance with neighborhood or community gardens to improve the diets of low-income families; list in Service Category 6 in Section E. Gardens as income generating projects; list in Service Category 1 in Section E.

GED

Instruction for adults or teenagers preparing them to obtain a high school equivalency degree or General Education Degree (GED). List in Service Category 2 in Section E.

Green Thumb

A national program to provide part-time employment for older, rural workers in public service projects, funded by Title V of the Older American Act. List Green Thumb worksite expenses in Service Category 1 in Section E.

HHS

U.S. Department of Health and Human Services.

Head Start PACs

Use of CSBG resources to support the activities of Head Start Parent Advisory Councils (PACs). List in Service Category 2 in Section E.

Head Start Staff OJT

Use of CSBG resources for on-the-job training (OJT) projects for Head Start staff, in support of that HHS program. List in Service Category 1 in Section E.

Head Start Support

Use of CSBG resources to amplify or supplement the Head Start programs that are run by local CSBG operators. List in Service Category 2 in Section E.

Health

Transportation of low-income people to and from medical services, services to assess medical or dental needs, immunization programs, treatment of addictions, services to eliminate disease, injury, malnutrition etc., services for expectant and new mothers and infants, family planning, counseling, information and/or assistance, coordination of health resources.

Health Screening

Health screening projects. List in Service Category 9 in Section E.

Home Maintenance

Counseling or workshops in home maintenance for low-income householders. List in Service Category 4 in Section E.

Home Repair/Rehabilitation

Provision of minor home repair and residential rehabilitation services to elderly and other low-income households. Can include home maintenance workshops. List in Service Category 4 in Section E.

Homeless Aid/Programs

Provision of temporary shelter and/or food programs for the homeless. Can include other help, such as clothing, medical care and shelter construction. List in Service Category 5 of CSBG service.

Homeownership Counseling/Loan Preparation

Counseling on homeownership for low-income persons, including assistance in completing applications for HUD and the Farmer's Home Administration home loan programs. List in Service Category 4 in Section E.

Hot Meals

Preparation and service of hot breakfasts, lunches or dinners to the poor, whether children, adults or the elderly. Includes congregate or home-delivered meals. List in Service Category 6 in Section E.

Household Financial Counseling

Counseling and instructing low-income individuals and families in preparing and implementing household budgets, personal credit and general consumer education issues. List in Service Category 3 in Section E.

Housing

One of seven categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor - (iv) to obtain and maintain adequate housing and a suitable living environment."

Housing Counseling

Counseling in landlord/tenant relations, as well as, assistance in applying for rent subsidies and with default/displacement and relocation activities. List in Service Category 4 in Section E.

Housing Study Groups

Support for and/or membership on housing study groups or housing commissions. List in Service Category 4 in Section E.

HUD

U.S. Department of Housing and Urban Development.

Immunization

Support of immunization programs and/or for providing immunization. List in Service Category 9.

Income Tax Counseling

Assisting low-income individuals and families to prepare their federal, state, and/or local annual income tax reports, and informing about availability of credits and benefits. List in Service Category 3 in Section E.

Indian Tribe

From Sec. 674 (c)(5) of the CSBG Act: "The terms 'Indian tribe' and 'tribal organization' mean those tribes, bands, or other organized groups of Indians recognized in the State in which they reside or considered by the Secretary of the Interior to be an Indian tribe or an Indian organization for any purpose." Indian tribes are eligible to receive a portion of a state's CSBG allocation in relation to their relative populations, upon approval of an annual plan submitted to the Secretary of Health and Human Services.

Indirect Cost

A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objectives specifically benefited.

Information and Referral (I&R)(general)

As a unit, I&R is the bureau of local CSBG agencies that fields all inquiries about available services and makes referrals to community programs. List in Service Category 7 in Section E.

Information and Referral (targeted)

Projects of local CSBG operators to answer inquiries and make referrals to community programs in any of the following CSBG service areas: Employment (Service Category 1); Education (Service Category 2); Available Income (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); or Nutrition (Service Category 6).

Instruction

Classes, workshops, tutoring and all instruction except ABE and GED. Includes classes, parenting, alternative education for high school dropouts, craft workshops, etc.. List in Service Category 2 in Section E.

Interagency Planning & Coordination

Cooperation in meeting community needs through interagency planning and/or coordination. List in Parts 1 (Employment), 2 (Education), 3 (Available Income), 4 (Housing), 5 (Emergency Services), 6 (Nutrition), and 7 (Linkages) in Section E.

Intervention

To ameliorate crises, emergencies or conditions of poverty. See Crisis Intervention.

Job Banks

Formation and maintenance of a file of available jobs in a community, to assist low-income job seekers. List in Service Category 1 in Section E.

Job Clubs

Voluntary groups of job-hunters helping one another with resume-writing, calling for job interviews, morale building, etc. Include Job Club formation activities in Service Category 1 in Section E.

Job Counseling

Periodic counseling of un- or under-employment participants, including help with job hunting skills and organizing job clubs. Can include information and referral activities. List in Service Category 1 in Section E.

Job Creation

See **Employment-Generating Projects**.

Job Fairs

Fairs to introduce potential employees to potential employers, usually cooperatively sponsored by public schools, Chambers of Commerce, etc. List CSBG support for Job Fairs in Service Category 1 in Section E.

Job Placement/Development

Consists of projects to get jobs for low-income persons. Development means finding vacant positions for which employers agree to interview low-income job seekers. Placement includes setting up job interviews for participating job hunters. Can include job counseling and I & R Activities. List in Service Category 1 in Section E.

Joint Ventures

Usually, participation of local CSBG operators with private enterprise or local governments in joint projects. Can also include joint training ventures between state and local CSBG operators. List under primary purpose of the project.

JTPA

The Job Training Partnership Act (JTPA) is federal legislation (Public Law 97-300) enacted in 1982 to establish programs to prepare youth and unskilled adults for entry into the labor force, and to afford job training to economically disadvantaged individuals and others facing serious barriers to employment who are in need of such training to obtain productive employment. (From Sec. 2 of JTPA.)

Landlord/Tenant Advocacy

Counseling or intervention on landlord/tenant disputes, as well as assistance in applying for rent subsidies, with default/displacement and relocation situations, and fair housing. List in Service Category 4 in Section E.

LIHEAP

The federal Low Income Home Energy Assistance Program, which has a variety of names in the States.

LIHEAP Support

Use of CSBG resources to amplify or supplement either the crisis assistance or fuel payments aspects of the Low Income Home Energy Assistance Programs that are run by local CSBG operators or any other programs to help the poor pay home energy bills. List in Service Category 5 in Section E.

Limited Purpose Agency (LPA)

Any organization officially designated for fiscal 1981 as a limited purpose agency (LPA) under the provisions of the Economic Opportunity Act of 1964 as amended. Like a community action agency, a private non-profit LPA must have a tri-partite board of directors.

Linkages

As one of three CSBG service strategies contained in the CSBG Act, linkages is synonymous with "coordination." See Program Coordination listing. As used on the title of one of the eight CSBG categories of services, "Linkages with Other Programs" is an abbreviation of "More Effective Use of Other Programs."

Linkages with Other Programs

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (B) to provide activities designed to assist low-income participants including the elderly poor -- (viii) to make more effective use of other programs related to the purposes of this subtitle.

Local CSBG Operator

An agency or organization that received a subgrant or subcontract of CSBG funds from the state CSBG administering agency to provide CSBG services in a predetermined geographical area, generally at least one local political subdivision -- city, county, parish or township. Includes eligible entities and, when used most broadly, agencies and organizations receiving subgrants or subcontracts of state discretionary CSBG funds.

Local Government/Local Jurisdiction

Any general purpose political subdivision of a state that has the power to levy taxes and spend funds, as well as general corporate and police powers.

Medical/Dental Screening

Expenditures for physicians', dentists', nurses', paramedics' services in assessing medical or dental service needs. List in Service Category 9 in Section E.

Memberships

Membership dues and travel of CSBG operators in organizations or networks that seek solutions to poverty conditions. List in Service Category 7 in Section E.

Mental Health

Mental health projects of local CSBG operators. List in Service Category 9 in Section E.

NACAA

The National Association of Community Action Agencies. Formerly the National Community Action Agency Directors Association (NCAADA).

NASCSP

The National Association for State Community Services Programs, a professional association of state administrators of the CSBG, and the Department of Energy's Weatherization Assistance Program.

Needs Assessments

Short-term projects or studies undertaken by local or state CSBG operators to identify and prioritize the needs of low-income citizens eligible for CSBG services. Informal on-going needs assessment. List in Service Category 7 in Section E.

Neighborhood Centers

Use of satellite centers by local CSBG operators to provide a variety of services to low-income persons. List in Service Category 7 in Section E.

Neighborhood Development

See **Community Development**.

NGA

National Governors' Association, the policy, research and technical assistance organization of the nation's Governors.

Non-Service Projects

Projects of local CSBG operators designed to overcome the deficiencies that prevent low-income citizens as groups from attaining self-sufficiency. They are directed at the structural causes of poverty in communities, and include interagency planning and coordination, community organization, and brokerage/advocacy projects, as well as joint ventures. Contrast with Direct Service Projects. Also called Indirect Services.

Nursing Homes

Cooperation with other agencies in planning for, studying the feasibility of and making applications for grants for nursing homes for the elderly; list in Service Category 4 in Section E. Contributions to joint ventures with local government in financing nursing home construction or maintenance or projects of local CSBG operators taking the lead role in developing or operating nursing homes; list in Service Category 4 in Section E.

Nutrition

One of eight categories in Section E or programs. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (C) to provide on an emergency basis for the provision of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor."

Nutrition Education and Comprehensive Counseling

Sustained counseling or education program to individuals or groups about nutrition, diet and food preparation. May include nutrition assessment. List in Service Category 6 in Section E.

NVRS

The National Voluntary Reporting System. The annual survey of the uses of CSBG funds by the states from 1982-1984. Renamed the Community Services Block Grant Information System during the FY 1985 survey.

OCS

The Office of Community Services, the HHS agency designated by the Secretary to administer the CSBG.

OJT

On-the-Job Training. See Head Start Staff OJT; OJT, other; Summer Youth Jobs/OJT and Weatherization Crew OJT.

OJT, Other

On-the-Job Training (OJT) projects of local CSBG operators other than Summer Youth, Weatherization Crew and Head Start Staff OJT. Includes adult work experience, youth-in-school work experience, or career development for the staff of local CSBG operators. List in Service Category 1 in Section E.

Oil Overcharge

Funds received by the states from oil companies via U.S. DOE Stripper Well decisions of federal Circuit Courts. These funds may be used for a variety of energy-related programs. Also called Petroleum Violation Escrow (PVE) funds.

Older Americans Act (OAA)

Use of CSBG resources to amplify or supplement OAA programs run by local CSBG operators. List in Service Category 7 in Section E.

Outreach

See **Community Outreach**.

P.I.C.

Private Industry Council(s), the local policy councils for the Job Training Partnership Act. See JTPA.

Parenting Training

Classes, workshops or other instruction to low-income parents on child-raising skills. List in Service Category 2 in Section E.

Persons Assisted

Beneficiaries of, or participants in, CSBG programs or services. People receiving CSBG services.

Planning

See **Interagency Planning & Coordination**.

Poverty Guideline

"The term 'poverty guideline' means the official poverty line defined by the Department of Health and Human Services based on the poverty threshold determined by the Bureau of the Census. The Secretary shall revise the poverty line annually..." Quoted from Sec. 673 (2) of the CSBG Act. See Eligibility, Participant.

Primary Health Care

Direct primary services to eliminate disease, injury, malnutrition, not indirect services such as prevention or education, funded by CSBG. Might include clinic visits, medication or home health care. List in Service Category 9 in Section E.

Prior Year Report

Each state must prepare an annual report describing how it met the goals, objectives and needs in the use of block grant funds as identified in the proposed use report prepared for the previous fiscal year, and how funds were targeted to those most in need. From Sec. 1742(a) of the Omnibus Budget and Reconciliation Act.

Private Sector

The private sector includes private for-profit companies; private non-profit organizations such as non-governmental health and educational institutions; and independently-managed publicly-owned organizations such as utility companies.

Private Sector Involvement

One of three strategies for providing CSBG services. From Sec. 675(c) of the CSBG Act: "(1) use the funds available under this subtitle -- (E) to encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Produce Market

If designed to get extra income for urban gardeners or farmworkers. List in Service Category 1 in Section E.

Program Coordination

One of three strategies for providing CSBG services. From Sec. 675(c) of the CSBG Act: "(1) to use the funds available under this subtitle -- (D) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals."

Program Year (PY)

Any twelve-month period of a state or local CSBG operator after which its financial books and accounts are closed for audit.

Proposed Use Report

Each state must prepare an annual report on the use of block grant funds previously received, including a statement of goals and objectives, information on the types of activities to be supported, geographic areas to be served and types of individuals to be served, and the method of distribution of the funds. The proposed use report shall be made available to local governments and the public for timely review and comment, and its subject to the state legislature's public hearing. From Sections 1742(a) and (b) of the Omnibus Budget and Reconciliation Act.

Public Information

Educational or informational activities conducted by the local CSBG operators to inform the general public about the problems and solutions of poverty in their communities. List in Service Category 2 in Section E.

Public Information: Energy Conservation

Provision of workshops and forums for the general public on the income savings from residential and other conservation measures. List in Service Category 3 in Section E.

R.S.V.P. Support

Use of CSBG resources to provide sites for the Retired Senior Volunteer Program. List in Service Category 7 in Section E.

Residential Energy Conservation Workshops

Workshops for low-income persons on do-it-yourself conservation measures in the home that will save money. List in Service Category 3 in Section E.

Results Oriented Management and Accountability (ROMA)

Results Oriented Management and Accountability (ROMA) is an interagency initiative promoting outcome-based management strategies for community, state, and federal agencies participating in the Community Service Block Grant programs. ROMA was designed by the Office of Community Services' Monitoring and Assessment Task Force (MATF) in response to the 1993 Government Performance and Results Act (GPRA). Local agencies can measure and demonstrate outcomes they have achieved according to the six national ROMA goals established by the MATF.

- **Activity.** Activities are what a program does with its inputs—to fulfill its mission. Examples are sheltering homeless families, educating the public about signs of child abuse, and providing adult mentors for youth. Program activities result in outputs. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Benchmarks.** Performance data that are used for comparative purposes. A program can use its own data as a baseline benchmark against which to compare future performance. It also can use data from another program as a benchmark. In the latter case, the other program often is chosen because it is exemplary and its data are used as a target to strive for, rather than as a baseline. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Impact.** The direct or indirect effects or consequences of achieving program goals. From *OMB Primer on Performance Management*, 2/2/95.
- **Indicator.** (Outcome) indicators are the specific items of information that track a program's success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. For example, a program whose desired outcome is that participants pursue a healthy lifestyle could define "healthy lifestyle" as not smoking; maintaining a recommended weight, blood pressure, and cholesterol level; getting at least two hours of exercise each week; and wearing seat belts consistently. The number and percent of program participants who demonstrate these behaviors then is an indicator of how well the program is doing with respect to the outcome. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Input.** Inputs are resources a program used to achieve program objectives. Examples are staff, volunteers, facilities, equipment, curricula, and money. A program uses inputs to support activities. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Measure.** The means used for assessing the achievement of objectives. Measures may be quantitative or qualitative, objective or subjective. The particular form of measurement used is dependent on the objective to be measured, the availability of opportunities for measurement and the cost of the measurement process. From *United Way of Cincinnati*.

- **Milestones.** Key accomplishments or threshold points through which project participants must pass if it is to be successful. From Williams, Web & Phillips: Outcome Funding: A New Approach to Targeted Grantmaking.
- **National Performance Indicator.** There are currently 12 national indicators of community action performance. See *Guide to Organizing and Reporting National Indicators of community Action Performance* for more information.
- **Outcome.** The benefits or changes for clients, households, or a community that are produced during or after participation in program activities. From Tennessee: The Guide to Implementing ROMA for CSBG Agencies in Tennessee, Tennessee Department of Human Services.
- **Outcome indicator.** Specific items of information that track a program's successes on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Outcome measure.** An assessment of the results, effects or impact of a program activity compared to its intended purpose. From OMB Primer on Performance Management, 2/2/95.
- **Outcome target.** (Outcome) targets are numerical objectives for a program's level of achievement on its outcomes. After a program has had experience with measuring outcomes, it can use its findings to set targets for the number and percent of participants expected to achieve desired outcomes in the next reporting period. It also can set targets for the amount of change it expects participants to experience. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Output.** Products of a program's activities, such as the number of meals provided, classes taught, brochures distributed, or participants served. Another term for "outputs" is "units of service." A program's *outputs* should produce desired *outcomes* for the program's participants. From *Measuring Program Outcomes: A Practical Approach*, 1996, United Way of America.
- **Output measure.** A tabulation, calculation or recording of activity or effort that can be expressed in a quantitative or qualitative manner. From OMB Primer on Performance Management, 2/2/95.
- **Performance.** The accomplishment of actions that transform inputs (through a process) to outputs and outcomes. From OMB Primer on Performance Management, 2/2/95.
- **Performance indicator.** A particular value or characteristic used to measure outputs or outcomes. From OMB Primer on Performance Management, 2/2/95.
- **Scale.** An instrument that is used to measure an outcome on a continuum. It is used to show incremental progress, stabilization, or decline. From Tennessee: The Guide to Implementing ROMA for CSBG Agencies in Tennessee, Tennessee Department of Human Services.

Rural Development

USDA Rural Development. Includes Rural Economic Community Development (RECD).

Rural Water/Waste Water Projects

Projects of local CSBG operators to prepare applications for rural water and waste water grants for local governments; list in Service Category 4 in Section E. Projects to leverage CSBG funds by providing some start-up costs for rural water and waste water operations; list in Service Category 4 in Section E.

SSBG

Social Services Block Grant. U.S. DHHS.

Scholarships

Counseling low-income students about educational opportunities. List in Service Category 2 in Section E.

Projects of CSBG operators to provide post-secondary scholarships to low-income students. List in Service Category 2 in Section E.

School Dropouts

Alternative education projects for school dropouts. List in Service Category 2 in Section E.

Counseling for individual high school dropouts. List in Service Category 2 in Section E.

Secretary

The Secretary of the U.S. Department of Health and Human Services (HHS), designated by the CSBG Act as federal administrator of this block grant.

Self Sufficiency

Comprehensive, long-term programs of family development whose purpose is to help clients achieve a set of goals which will result in greater self-sufficiency and will eliminate some of the causes of that family's poverty.

Seniors

Individuals aged 55 and over.

Services

See **CSBG Services**.

Shelter for the Homeless

Temporary shelter for the homeless.

Skills Training

Training in skills in which there are immediate or reoccurring job opportunities. Includes training in word processing, welding, and similar skills. List in Service Category 1 in Section E.

Staff Training/Development

See **Career Development**.

State

"The term 'State' means each of the several states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands." Quoted from Sec. 673(4) of the CSBG Act.

State CSBG Administering Agency

The bureau, office or division of state government that is designated by the Governor to operate the Community Services Block Grant in the state. Also called the "State CSBG office" or "State Office."

State Discretionary Funds

That portion of a state's annual CSBG allocation that the state CSBG administering agency can use at its discretion to further the purposes of the CSBG Act. It is the amount remaining after deductions of the entitlement for eligible entities (at least 90 percent in FYs 82-84) and state level administrative expenses (not more than five percent). It includes any transfers of funds a state may decide to make to the Older American Act, the Head Start program or the LIHEAP, pursuant to Sec. 675(c)(5) of the CSBG Act.

Statewide Brokerage/Advocacy Projects

Projects of state CSBG offices to increase statewide awareness of identified needs of low-income groups. List in Service Category 7 in Section E.

Statewide Coalitions

Projects of state CSBG offices to bring together concerned organizations and agencies to study, gather information and recommend solutions to statewide multiple needs of low-income groups.

Statewide Forums

Statewide forums or conferences to educate the general public or policy makers about the needs of low-income groups. Forums on specific categories of problems should be listed in Parts 1 (Employment), 2 (Education), 3 (Income Management), 4 (Housing), 5 (Emergency Services), or 6 (Nutrition) in Section E. Forums on multiple issues list in Service Category 2.

Strategies

See **CSBG Strategies** (for service provision.)

Subgrantee

An organization receiving a CSBG grant or contract from a state or territory.

Summer Feeding

Summer feeding programs for children. List in Service Category 6 in Section E.

Summer Youth Jobs/OJT

Summer Jobs for low-income young people, providing them income, work experience, and perhaps on-the-job training (OJT). List in Service Category 1 in Section E.

Summer Youth Recreation

Projects to involve low-income youth in summer recreational activities. List in Service Category 7 in Section E.

Surplus Commodities

Food distributed by the USDA from federally-owned agricultural commodities.

Temporary Emergency Food Assistance Program (TEFAP)

CSBG resources to store and distribute surplus USDA agricultural commodities to low-income persons. List in Service Category 6 in Section E.

Training

Training for CSBG operators, see Ventures for Better Use CSBG Resources.

Transportation (Day Care Only)

Use of CSBG resources to transport children only to day care and child development facilities. List in Service Category 2 in Section E.

Transportation (Head Start Only)

Use of CSBG resources to transport only Head Start children. List in Service Category 2 in Section E.

Transportation (Hot lunches/meals)

Use of CSBG resources to transport only meals to homebound elderly and other low-income persons. List in Service Category 6 in Section E.

Transportation (Multi-purpose, Elderly, Rural, Disabled)

Can include multi-purpose transportation projects that convey participants, young and old, to services, jobs and shopping; or transportation to meet the various needs of the elderly and handicapped; use of CSBG resources to amplify or supplement Section 18 UMTA rural transportation projects, etc.. List in Service Category 7 in Section E.

Transportation (Planning)

Participation of local CSBG operators in community planning activities to design or upgrade general purpose community transportation systems. List in Service Category 7 in Section E.

Transportation (targeted)

Projects of local CSBG operators to assure that community resources are accessible to low-income participants, in any of the following six areas: Employment (Service Category 1); Education (Service Category 2); Income Management (Service Category 3); Housing (Service Category 4); Emergency Services (Service Category 5); Nutrition (Service Category 6); or Health (Service Category 9).

Trash Collection

Organization of a campaign to obtain improved trash collection in low-income neighborhoods or housing projects. List in Service Category 4 in Section E.

Trash Recycling

As a job creation or income generating project. List in Service Category 1 in Section E.

Tutoring

Tutoring for poor teenagers or adults to assist them to succeed in formal classes, or organization of tutorial cooperatives. List in Service Category 2 in Section E.

Urban Homesteading

Support of projects with local government to promote urban homesteading. List in Service Category 4 in Section E.

USDA

The federal Department of Agriculture.

Utility Rate Reform

Projects to obtain more equitable rates from public utilities for low-income consumers, such as life-line rates for the elderly. List in Service Category 3 in Section E.

Ventures to Better Use CSBG Resources

Joint state-local ventures to make a more effective and efficient use of CSBG resources through training and technical assistance to local CSBG operators. List in Service Category 3 in Section E.

Volunteer Recruitment

Projects to recruit, train and/or supervise volunteers for multiple community programs for low-income persons. List in Service Category 7 in Section E.

Waiver States

States permitted to fund local governments to provide CSBG services upon approval of their applications to the Secretary requesting a waiver of the provision that at least 90% of their allocation be passed through to eligible entities. The fiscal 1983 federal appropriations act (P.L. 97-276) provided that states with 45% or more of their local jurisdictions unserved by eligible entities could apply for a waiver. The '84 appropriations act (P.L. 98-139) provided that only the states receiving the waiver the previous year could reapply. Colorado, Utah and Wyoming received waivers in fiscal years 1983 and 1984.

Water and Waste Water Projects

See Rural Water. Support for rural water and waste water construction projects as joint ventures with local government. List in Service Category 4 in Section E.

Weatherization Crew/OJT

Use of CSBG resources for on-the-job training (OJT) projects for weatherization crews and staff, in support of the DOE or other Weatherization Assistance Program. List in Service Category 1 in Section E.

Weatherization Support

Use of CSBG resources to amplify or supplement the DOE or other Weatherization programs that are run by local CSBG operators, in order to attain greater residential energy savings for low-income families. List in Service Category 3 in Section E.

WIC Support

Use of CSBG resources to amplify or supplement the Women, Infant and Children (WIC) nutrition program. List in Service Category 6 in Section E.

Workforce Investment Act (WIA)

The Workforce Investment Act of 1998 (WIA) consolidated existing Department of Labor's JTPA employment training programs. WIA authorizes the new Workforce Investment System and establishes the State Workforce Investment Boards with oversight responsibility by the Governors for the local workforce investment boards; establishes the design and required partnerships of the local One-Stop Career Centers and the process for which eligible providers of training and youth activities are identified. Also authorized are the use of the funds for youth activities, adult and dislocated worker employment and training activities; establishment of the local youth council, whose role is to ensure the provision and coordination of workforce investment activities to low income youth in the local area; provides for three levels of services: core services; intensive services; and training.

Youth

Individuals aged 12-18.

Youth Development Programs

In Section F, Part II, State Resources, include all programs that serve children and youth ages 5-18.

Youth Recreation

Full-year and summer youth recreation projects; list in Service Category 7 in Section E.

Youth Work Experience

List 8-month or longer work experience projects for in-school youth in Service Category 1 in Section E. See also Summer Youth Jobs/OJT.

**Guide
to
Organizing & Reporting
National Indicators
of
Community Action
Performance**

Updated October 22, 2007

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Guide to Organizing and Reporting National Indicators of Community Action Performance

Purpose

This guide is intended to help state and local community action agencies better organize and report ROMA outcomes that constitute 12 national “indicators” of community action performance.

The 12 national performance indicators described in this guide were created collaboratively within the Community Services Network to enable approximately 1,100 diverse community action agencies in 52 states and territories to present a more uniform and coherent national picture of their work and accomplishments.

Reporting of national performance indicators is an important component of the broader community action initiative to use results-focused management principles to revitalize and strengthen the entire Community Services Network.

Coverage

Before using this guide, state and local community action agencies should keep in mind:

- **The 12 indicators are about community action, not just the Community Services Block Grant. Outcomes should be counted and reported from all relevant community action programs and activities.**
- **Agencies should report outcomes only for those national performance indicators for which they have supporting programs or activities.**
- **The 12 national performance indicators reflect only a portion of the work and accomplishments of community action. This is not our complete story, but a selective sampling of what we do.**
- **Agencies should continue to report annually on their full range of ROMA outcomes in addition to reporting on the 12 national indicators.**
- **The National Performance Indicators require you to think about the context in which you are providing services in order to determine where various outcomes should be reported. Goal 1.2 pertains to family stability while Goal 6.2 refers to emergency-related outcomes. Family maintenance outcomes should be included on the blank lines under indicator 6.3 (see that section of the guide for more details).**

Organization and Use

The guide provides for a two-step process for organizing and reporting national indicators of community action performance:

Step 1: *Completing the “Preliminary Agency Checklist” to match community action agency activities to one or more of the 12 National Performance Indicators; and*

Step 2: *Organizing and reporting “outcomes” from those activities under the appropriate national indicator.*

It is recommended that state and local agency officials responsible for compiling and reporting national performance indicator information read this entire guide before beginning their work.

Completion of Step 1, the “Preliminary Agency Checklist,” will enable agencies to quickly identify which of the 12 national performance indicators correspond to their current programs and activities, and for which they should report outcome information.

Once relevant indicators are identified using the Checklist, an agency may proceed to use the guide to help them determine what and how to report information. For each of the 12 National Performance Indicators, the guide describes:

- which agencies should report outcomes;
- which programs or activities produce outcomes to be reported, including the most common funding sources; and
- what to report.

In almost all cases, the guide provides specific *examples* of how to measure and report information for each of the 12 national performance indicators and their subcategories. The forms for reporting these measures are Part II of the annual CSBG Information System Survey. The examples of agency activities described in this guide are not intended to capture all of the ways community action agencies function. Agencies are encouraged to fit their specific initiatives into the general categories of activities that could produce outcomes for each of the indicators.

Step 1: Preliminary Agency Checklist – Matching Activities to Performance Indicators

As indicated, community action agencies and eligible entities are asked to submit ROMA outcome information only for those national performance indicators for which they have supporting programs and activities (CSBG *and* all other funding sources).

In order to help agencies identify national performance indicators relevant to their programs and activities, the following **Preliminary Agency Checklist** cross-references various community action services, activities and funding sources to the 12 national performance indicators.

PRELIMINARY AGENCY CHECKLIST

| Community Action Program or Activity | National Performance Indicator | Current ROMA Direct Measure (May be found at www.ROMA1.org) |
|---|---|---|
| Adult Basic Education | 1.2 | 1l |
| Advocacy | 2.1, 2.2 | 2g, 3e |
| After school Programs | 1.2, 2.1, 6.3 | 6f |
| Agency Capacity | 5.1, 4.1 | 5a |
| Aging Programs | 6.1 | 6a |
| Asset Formation | 1.3, 3.2 | 1n |
| Board Membership | 3.2 | 3a |
| Child care | 1.2, 2.1 | 1n |
| Child Development – Health | 6.3 | 6i |
| Child Development -- Nutrition | 6.3 | 6i |
| Child Development -- School Readiness | 6.3 | 6i |
| Child Support | 1.3 | 1h |
| Child care Tax Credit | 1.3 | 1g |
| Civic Involvement | 3.2 | 3a |
| Community Enhancement -- Businesses | 3.2 | 3c, 3d |
| Community Enhancement -- Community Facilities | 2.2 | 2d |
| Community Enhancement -- Housing | 2.1 | 2e |
| Community Enhancement -- Jobs | 2.1 | 2a |
| Community Enhancement – Safety and Health | 2.2 | 2g |
| Community Enhancement – Schools | 2.2 | 2d |
| Community Enhancement -- Transportation | 2.1 | 2f |
| Community Investments | 3.2 | 2b |
| Community Organizing | 3.2 | 3g |
| Daycare | 1.2, 2.1 | 1n |
| Disability (Independent Living) | 6.1 | 6b |
| Disaster Relief | 6.2 | 6c |
| Earned Income Tax Credit (EITC) | 1.3 | 1g |
| Domestic Violence Prevention/Intervention | 6.2 | 6i |
| Economic Development | 2.1 | 2g, 3c, 3d |
| Emergency Medical Care | 6.2 | 6c |
| Emergency Services | 6.2 | 6c |
| Employment | 1.1 | 1a, 1d, 1f |

| Community Action Program or Activity | National Performance Indicator | Current ROMA Direct Measure |
|---|---|--|
| Faith Based Organizations | 4.1 | 4a, 4b, 4c, 4d |
| Family Development | 1.1, 1.2, 1.3, 6.3 | 6i, 6j |
| Family Functioning or Maintenance | 6.3 | 6j |
| Food and Nutrition | 1.2, 6.1, 6.2, 6.3 | 6i |
| GED | 1.2 | 1l |
| Head Start | 1.1, 1.2, 3.1, 3.2, 6.3 | 1a, 1l, 1m |
| Health Care | 1.2, 2.1, 6.2, 6.3 | 1n, 2f, 6c, 6i |
| Higher Education | 1.2, 2.1 | 1m |
| Home Budget Management | 1.3 | 6j |
| Home Ownership | 1.2, 3.2 | 1j, 3a |
| Homeless Programs | 6.2 | 6d |
| Housing | 1.2, 2.1, 3.2 | 1i, 1j, 1k |
| Housing Rehabilitation | 2.1 | 2h |
| Individual Development Accounts (IDAs) | 1.3, 3.2 | 1n |
| Income Increase -- Employment | 1.1 | 1f |
| Income Increase -- Non-Employment | 1.3 | 1g, 1h |
| Job Placement | 1.1 | 1a |
| Job Skills Training | 1.2 | 1m |
| Legal Assistance | 6.2 | 6c, 6i |
| Leveraging Resources | 5.1 | 5a |
| Life Skills Training | 1.3, 6.3 | 6j |
| LIHEAP | 6.2 | 6g |
| Mental Health | 1.2, 2.1, 6.2 | 1n, 1f, 5o, 6c |
| Parent Involvement | 3.1, 3.2 | 3e, 3f |
| Parenting Skills | 6.3 | 6i |
| Partnerships | 4.1 | 4a, 4b, 4c, 4d |
| Post-Secondary Education | 1.2, 2.1 | 1m |
| Public Safety | 2.2 | 2g |
| Recreational Resources/Facilities | 2.2 | 2g |
| Section 8 Housing | 1.2, 2.1 | 1i, 1j, 1k, 2g |
| Self-Employment | 1.1, 2.1, 3.1 3.2 | 3c |
| Self-Sufficiency | 1.1, 1.2, 1.3 | 5f |
| Shelter | 6.2 | 6d |
| Substance Abuse | 1.2, 2.1, 6.2 | 1n, 1f, 5o, 6c |
| Surplus Food | 6.2 | 6c |
| TANF | 1.1, 1.2, 2.1 | 1a, 1n |
| Transitional Housing | 1.2, 2.1 | 1i |
| Transportation | 1.2, 2.1 | 1n |
| Vendor Payments | 6.2 | 6c |
| Volunteers | 3.1, 3.2 | 3g |
| Women, Infants and Children (WIC) | 6.3 | 6i |
| Weatherization | 1.2, 1.3, 2.1 | 6g |
| Workforce Investment Act (WIA) | 1.1, 1.2 | 1a, 1n |
| Youth Programs | 1.2, 2.1, 2.2, 6.3 | 6f |

Each local agency is encouraged to use this Preliminary Agency Checklist as a tool to sort through the 12 national performance measures and identify those that apply to programs and activities, and those that do not.

In addition, the Checklist can serve as a planning guide for transferring current ROMA outcome data to the national performance indicator section of the annual ROMA report. The Checklist shows the location of current ROMA outcome measures within the 12 new national performance indicators.

Step 2: Reporting Outcomes for National Performance Indicators

Once an agency has identified national performance indicators relevant to its programs, activities, and sources of funds, the agency may use the following guidance to report performance indicator information.

Agencies Currently Using Direct ROMA Measures

State and local agencies that currently use individual measures to report community action outcomes will, in most cases, find corresponding places among the twelve national indicators to report these outcomes. As noted, the Preliminary Agency Checklist cross-references outcomes included in the twelve national indicators and the current ROMA direct measures.

For some activities, outcomes may be reported under more than one indicator, depending upon the *context, or purpose*, of the activity. For example, food distributed to a working-poor family may support their continued stability and employment and be counted as an outcome under national performance indicator 1.2. Food distributed to meet the emergency needs of an unemployed family that has exhausted its monthly food stamp allotment may be counted and reported under national performance indicator 6.2.

Agencies Currently Using Scales to Report Outcomes

State and local agencies that use scales to measure and report incremental progress toward participant or community outcomes are asked to report the description(s) of improved conditions that are reflected in upward movement on scales. For example, an agency that uses a scale to register employment status gains among participants may record movement from “in crisis” to “stability.” The definition of “in crisis” on the agency’s scale may include a variety of conditions, including lack of adequate education or training, chronically or episodically unemployed. The definition of “stability” might include such conditions as gained needed education or training, achieved stable and full-time employment with benefits. In this example, the agency would count and report the number of participants achieving one or more of the conditions that comprise the “stable” ladder of the agency’s employment scale.

Agencies Seeking to Report Significant Outcomes Not Described in the National Indicators

As indicated, agencies are encouraged to continue to submit ROMA reports containing outcomes for all their major programs and activities. In addition, State and local agencies may submit ***narrative reports*** describing activities and outcomes that support

one or more of the national indicators in ways that may not be covered by the exact wording of the indicators. Among the kinds of outcomes that are most likely to be described in narratives are those that relate to special regional needs or conditions, or those that reflect innovative combinations of services, community interventions, or agency development activities that are not easily categorized or counted by more traditional outcome measures.

Changes to National Performance Indicators

- **Goal 1.3 Utilization:** The aggregated dollar amounts for indicator *1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days* will not be reported.
- **Goal 3.1:** This Indicator will be pre-filled from data reported in Part I: Section F, Subsection IV (g) of the CSBG/IS Survey.
- **Goal 5.1:** This indicator will be pre-filled from the data reported in Part I: Section F, Subsection I - IV of the CSBG/IS Survey. In addition, column F: *Value of Volunteer Time* has been removed. NASCSP will generate this number from the national total.
- **Goal 6.2:** The targeting column, *Percentage Achieving Outcome in Reporting Period*, has been removed.

Performance Targeting

Over the past few years, both the Administration and the Congress have begun to seek ways to measure the effectiveness of various Federal programs, including the Community Services Block Grant. Specifically, the Office of Community Services is being asked by the Executive Office of the President, Office of Management and Budget, to establish performance targets for community action in addition to outcome measures, and report both the number and nature of our successes. Performance targets differ from outcomes in that they seek to determine not only what is accomplished through program funding, but also the relative quality, or adequacy, of such outcomes. For example, while a program intended to help participants gain employment may measure and report as an outcome the number of participants that actually get jobs within a particular funding period, the number employed does not speak to performance or effectiveness of the program. Performance targets, or anticipated levels of outcomes to be achieved that are set prior to program operation, often provide a standard to measure effectiveness.

In an attempt to assist states and agencies in creating their own standards for community action services and interventions, we will begin collecting baseline data. This data will allow us to respond to the evolving emphasis on determining not only the outcomes, but also the effectiveness, of federally funded programs. Expanding the

current ROMA focus on outcomes to include locally determined performance targets will eventually apply to all of the national indicators.

As an initial step in that process, four of the 12 national performance indicators ask for agencies to report both the “number” of outcomes achieved and the “percentage” that number represents of the level of performance *expected* or *anticipated* by the agency:

- National Performance Indicator 1.1 – Employment
- National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization
- National Performance Indicator 6.2 – Emergency Services
- National Performance Indicator 6.3 – Child and Family Development

These four indicators were selected for this initial focus on performance targeting because many agencies now provide information in their current ROMA reports concerning the number of individuals or households that achieve program outcomes relative to the number of participants *expected* to achieve success.

This guide describes how performance targets might be set and measured for these four national performance indicators and provides concrete examples of how to calculate the percentage of outcomes achieved in relation to *expected* or *anticipated* levels of success.

Goal 1: Low-Income People Become More Self-Sufficient

National Performance Indicator 1.1 – Employment

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job.***
- B. Employed and obtained an increase in employment income.***
- C. Achieved “living wage” employment and benefits.***

Which Agencies?

Community action agencies that help participants get initial jobs, reenter the workforce, retain employment, or improve employment status (income, benefits, career opportunities) should report outcomes under National Performance Indicator 1.1.

Which Programs or Activities?

An agency should count and report outcomes for ***all*** its federal, state, local or privately funded programs or activities that focus on employment or self-sufficiency as a primary or complementary outcome, including those that promote:

- Initial job placement and retention among the chronically unemployed;
- Reentry into the workforce by those with a history of employment;
- Improved employment and income;
- Opportunities for self-employment;
- Achievement of “living wage” jobs; and
- Retention of “living wage” jobs.

Among the sources of support most common for such activities among community action agencies, and for which performance indicator outcomes should be reported are:

- Community Services Block Grant (CSBG)
- Temporary Assistance to Needy Families (TANF)
- Welfare to Work
- Work First
- Workforce Investment Act (WIA)
- Head Start
- Community Development Block Grant
- State, Local or Privately Funded Employment or Self-Sufficiency Initiatives

What to Report?

Number and Percentage of Participants Achieving Outcomes

The current national format for submitting ROMA outcome information asks for a number of counts, including: 1) The number of participants expected to achieve an outcome; and 2) The number that actually achieve that outcome. The new performance indicator report asks agencies to use these two counts to calculate and report the percentage of program participants achieving the outcome -- in this case, employment.

For the three subcategories of this employment indicator (getting a job, increasing income, or achieving a living wage job), two counts are requested:

1. The number of participants who achieve the outcome within the reporting period; and
2. The percentage this number represents of all those individuals who were part of the agency’s employment effort *who were expected to achieve the outcome within the reporting period*. In many cases, the number “expected” to achieve the outcome can be found in grants or contracts for funding of the particular employment programs or activities.

Example: An agency receives a TANF grant from the state to provide job training and placement services to 200 TANF recipients during the reporting period. In addition, the agency uses CSBG funds to train and place non-TANF program participants. The following outcomes are anticipated:

- **150** TANF recipients are expected to be placed in jobs during the reporting period.

- **50** non-TANF individuals are expected to gain employment as a result of CSBG-funded employment activities.

Therefore, the total expected to achieve the outcome during this reporting period is **200**.

Between the two programs (TANF and CSBG), the agency *expected* to place **200** individuals in jobs. At the end of the period, a total of **180** participants in employment programs achieved initial job placement:

- **40** CSBG participants were placed in jobs
- **140** TANF participants were placed in jobs

Therefore, **90%**, of those the agency *expected* to achieve employment were successful.

A. Unemployed and Obtained a Job

Among the most common community action situations that could generate outcomes to be reported in this category are:

- Unemployed individuals engaged in community action programs that specifically focus on employment training or placement, such as those funded by CSBG, TANF, WIA or other sources, who obtain an initial job;
- Unemployed individuals engaged in a case-managed initiative focusing on self-sufficiency who achieve employment as part of their overall progress toward self-sufficiency;
- Unemployed parents of Head Start or other child development programs who obtain initial employment in the context of parent and family development;
- Unemployed individuals who obtain initial employment within the community action agency;
- Unemployed individuals with a history of employment who seek assistance from community action to re-enter the workforce and are successful;
- Unemployed individuals who start their own business, or become self-employed, as a result of community action assistance;
- Unemployed individuals served by community action who achieve initial employment as a result of strategic partnerships with other agencies or organizations.

This measure should NOT be reported for each variation of employment-related services provided in the year; many community action agencies will have several programs or initiatives that help participants get, keep, or improve jobs. Rather, these work-related initiatives **should be seen as a single activity**. Agencies are asked to aggregate employment outcomes (numbers of participants and percentages achieving the outcome) for all similar programs and report totals for the agency's participants as a group.

Example: A community action agency has a formal working arrangement, such as a subcontract, with a vocational training and job placement facility

to teach basic computer skills to and place 150 community action participants annually in entry-level jobs. Of the 150 participants referred to the vocational training facility, 75 ultimately achieved initial employment as a result of that referral.

In addition, the agency contracts with a commercial driving school to help participants receive trucking licenses. 12 people participated; 9 are now employed as long-haul truckers, and 3 dropped out. They may be counted and reported as follows:

$$\frac{84 \text{ (number of referrals achieving employment)}}{162 \text{ (number of expected employments thru referral)}} = 52\%$$

The agency would report: “Of 162 unemployed community action participants expected to achieve employment, 84, or 52% achieved the outcome.”

B. Employed and Obtained an Increase in Employment Income

This performance indicator subcategory is intended to capture community action efforts to help the “working poor” move toward greater self-sufficiency. Agencies are asked to report both the number of individuals achieving a verified increase in employment income and the percentage that number represents of all participants expected to achieve income increases during the reporting period because of community action efforts.

Among the situations that may generate outcome information in support of this subcategory are:

- Employed individuals whose income increases as a result of better wages, hours, or benefits because of community action:
 1. Continuing or vocational education;
 2. Employment within the agency;
 3. Job referral or employment placement assistance; and/or
 4. Employment counseling.
- Individuals who achieve higher income as a result of new or improved self-employment opportunities facilitated by community action.
 1. Micro business
 2. Day care providers achieve licensure

Again, community action agencies should report the total number of individuals experiencing improved employment income as a result of both direct service (funded by a variety of sources, including CSBG, Head Start, WIA, TANF, Welfare to Work,

State/local/private programs), and as a result of partnerships with other agencies or organizations in the community.

C. Achieved “Living Wage” Employment and Benefits

This subcategory is intended to reflect the accomplishments of community action programs and activities, through all relevant funding sources, in helping low-income individuals move from dependency to relative economic independence, or self-sufficiency.

There is no definitive national “living wage.” The amount of income and benefits needed to support the routine costs of individual or family life varies from community to community, state to state. As a result, each local agency must define what constitutes a “living wage” and appropriate benefits in their service area, and count and report the number of low-income program participants who are helped to reach or exceed those thresholds.

The Ford Foundation has funded a national non-profit organization, “Wider Opportunities for Women,” to develop “living wage” calculations for 35 states. Wider Opportunities for Women (WOW) calls these calculations “self-sufficiency standards.” Community action officials interested in learning more about this initiative may contact Wider Opportunities for Women by telephone at (202) 464-1596, or by mail at 1001 Connecticut Avenue, N.W. #930, Washington, D.C. 20036. In addition to the WOW “self-sufficiency standards,” there is also a variety of ways to measure or define a “living wage.” Individual CAAs and states are encouraged to review the various nationally recognized strategies. The ROMA website, www.roma1.org, will offer links to resources to help calculate a living wage in your state or community.

If you track the number of individuals who had no health insurance, but gain health insurance as a result of employment, you may want to include this as an Additional Indicator on a blank line. Also, if you track the number of individuals who retain employment (some agencies track 90 and 180 day periods), you may also want to include this information on a blank line.

Goal 1: Low-Income People Become More Self-Sufficient

National Performance Indicator 1.2 – Employment Supports

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

- A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.***
- B. Completed ABE/GED and received certificate or diploma.***
- C. Completed post-secondary education program and obtained certificate or diploma.***

- D. Enrolled children in before or after school programs, in order to gain or maintain employment.*
- E. Obtained care for child or other dependant in order to gain or maintain employment.*
- F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment.*
- G. Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment.*
- H. Obtained safe and affordable housing in support of family stability needed to gain or retain employment.*
- I. Obtained food assistance in support of family stability needed to gain or retain employment.*

Which Agencies?

Local community action agencies that provide services to unemployed or underemployed (“working poor”) participants in order to promote family stability that enables the family to gain or retain employment and improve income status should report the results of these activities under the various subsections of National Performance Indicator 1.2. These supporting services often make the difference between success and failure in low-income family’s efforts to complete job training or education in preparation for employment, or retain a job once it is acquired.

Which Programs or Activities?

Outcomes of activities may be counted and reported for this indicator if they are viewed by the agency and program participants as:

- Helping “stabilize” families as they prepare for or retain employment. These include such outcomes as: finding safe and affordable housing for a family at risk of becoming homeless or in a housing crisis, which enables the adult to participate in employment or employment preparation activities; providing timely access to health care for children before they become too sick to attend school and potentially jeopardize the job of a parent that needs to care for them at home; and providing food/nutrition supplements to a family to enable the working parent to function on the job.
- Increasing the employability of participants, such as the achievement of educational degrees, diplomas or certifications.
- Supporting the logistical needs of working participants, such as the acquisition of safe and affordable transportation or securing repairs to an automobile that is the only transportation available to a working parent, and acquisition of child care or other dependent care services.

Outcomes to be reported under this performance indicator may be achieved as part of “free standing” activities within an agency or in the context of a case-managed, service-coordinated initiative designed to **promote self-sufficiency** or support family stability needed to gain or retain employment.

Programs and funding sources that support community action outcomes to be reported under this performance indicator include, but are not limited to:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Community Development Block Grant (CDBG)
- Head Start
- Child care and Development Block Grant
- Medicaid
- Temporary Assistance to Needy Families (TANF)
- Section 8 Housing
- Section 202 Rental Housing Subsidy
- Workforce Investment Act
- Childhood Immunization
- Community Health Centers
- Health Services Block Grant
- Substance Abuse and Mental Health Services Block Grants
- Healthy Start/State Children's Health Insurance Programs (SCHIP)
- Adult Basic Education
- State and local, public or private initiatives focused on employment barriers

What to Report?

Agencies should report outcomes resulting from: 1) programs and activities that they administer and/or 2) successful referrals of participants to “partnering” service providers in the community. A “successful” referral is one where it has been verified that the individual received the referral and got a response or service as appropriate. In other words, a participant who is referred to a Head Start program outside the agency would be reported as long as the outcome of that referral is verified. Participants in employment programs outside the agency who are referred for work supports that the CAA offers would also be reported here.

The following are examples of outcomes to be reported for each of the sub-categories of National Performance Indicator 1.2:

A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.

Examples:

- WIA-funded community action agency program in which participants complete course work and receive certification for a specific type of job, such as computer systems design, emergency medical assistance, public safety, child care, cosmetology, physical fitness.

- A community action agency partnership with a local trade organization in which participants complete formal work apprenticeships and receive certification or licensure in that trade.

B. Completed ABE/GED and received certificate or diploma.

Examples:

- Through community action agency partnership with the local schools, participants in a case-managed self-sufficiency program supported by several federal, state, and local programs, earn a GED as part of their preparation for entering initial employment.
- Community action agency participants complete adult basic education courses in English language proficiency financed by CSBG or Refugee Resettlement Program funds to improve employment opportunities and income.

C. Completed post-secondary education program and obtained certificate or diploma.

Examples:

- Parents of children in a Head Start program earn post-secondary degrees as a result of community action support and thereby meet both ROMA targets and Head Start economic empowerment goals.
- Participants in community action agency coordinated service self-sufficiency programs earn post-secondary education degrees as a result of financial planning, student loan and Federal grant assistance from the agency and TANF-supported child care or transportation subsidies.

D. Enrolled children in before or after school programs, in order to gain or maintain employment.

Examples:

- School aged children of TANF-funded programs participate in early morning or late afternoon educational enrichment, developmental, or recreational activities of the local school district as a result of formal partnerships between the community action agency and the school system;
- Using a combination of WIA, TANF, CSBG and state economic development funds, children of employment program participants are placed in late night or early morning child care programs to accommodate off-hours shift work or training.

E. Obtained care for child or other dependant in order to gain or maintain employment.

Examples:

- Working participants in employment programs enroll eligible children in Head Start and/or child care;
- Working participants with children that become ill and cannot attend child care or school and that receive child care or Head Start from agency program designed to serve that purpose;
- Working participants in employment programs achieve appropriate placement for mentally or physically disabled children as a result of community action referral and/or partnership with other service providers;
- Working participants in employment programs achieve appropriate in-home or congregate care for a dependent aging parent provided by the agency, or as a result of referral or partnership with another service provider.

F. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment.

Examples:

- Participants in community action TANF-funded welfare to work programs receive public transportation tokens or subsidies;
- Participants in community action programs receive assistance to purchase and maintain an automobile;
- Participants in community action programs receive free or reduced-cost employer-sponsored van or bus transportation as a result of community action and employer partnership.

G. Obtained health care services for themselves or a family member in order to support family stability needed to gain or retain employment.

Examples:

- Working-poor community action agency participants with no public or private health insurance who receive medical attention for themselves and their family through an agency-maintained health clinic or facility, thus enabling them to attend work without excessive absences related to health issues and enable children to participate in school/child care;

- Community action agency participants who are helped to qualify for, and access Federal, state or local health care insurance coverage for themselves and their family members thus enabling them to attend work or work preparation activities without excessive absences related to health issues and enable children to participate in school/child care.
- Community action agency participants who receive timely and affordable mental health or substance abuse treatment as a result of agency agreements/partnerships with appropriate facilities or individual providers thus enabling them to attend work or work preparation activities without excessive absences related to health issues and enable children to participate in school/child care.

H. Obtained safe and affordable housing in order to achieve greater family stability in support of gaining or retaining employment.

Examples:

- Community action agency participants whose housing situation becomes safer, more stabilized, and thus enables adult family members to be documented for employment purposes as a result of agency assistance.
- Community action agency participants whose housing situation becomes safer, more stabilized, and thus enables adult family members to attend work or work preparation activities as a result of agency assistance.
- Community action agency participants whose housing location improves in relation to employment and/or employment opportunities as a result of agency assistance.

I. Obtained food assistance in order to achieve greater family stability in support of gaining or retaining employment.

Examples:

- Working poor individuals and families receive food distributed by the agency to supplement their nutritional needs and promote greater family stability, which is needed to gain or retain employment.
- A working family loses food stamp benefits when their income exceeds the food stamp requirement by \$20.00. The family receives food assistance from the agency in order to maintain employment.

Goal 1 – Low Income People Become More Self-Sufficient

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

A. Enhancement –

- 1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits***
- 2. Number and percentage that obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.***
- 3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.***

B. Utilization –

- 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days.***
- 2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.***
- 3. Of participants in a community action asset development program (IDA and others):***
 - a. Number and percent capitalizing a small business due to accumulated savings.***
 - b. Number and percent pursuing post-secondary education due to savings.***
 - c. Number and percent purchasing a home due to accumulated savings.***

As described in detail in section 1.1 above, the percent to be reported is the number who achieved the outcome divided by the number *expected to achieve the outcome within the reporting period*. In many cases, the number “expected” to achieve the outcome can be found in grants or contracts for funding of the particular asset development programs or activities.

Which Agencies?

Local agencies that help participants increase financial assets and/or their ability to manage and utilize resources should report outcomes under Performance Indicator 1.3.

Which Programs or Activities?

Among the community action programs or activities that generate financial assets income and maximize its use that should be reported under this performance indicator are:

- Agency instructional or counseling activities that result in greater access of low-income participants to Federal, state, or local tax benefits or credits for which they are eligible;
- Agency assistance to participants that results in their receiving court-ordered child support;

- Agency programs that help participants and their families manage household income and resources, including instruction in household budgeting, consumer education, and the use of financial services within the community;
- Agency programs that result in participant accumulation of economic resources over time and that enable them to invest in major life-improving activities, such as the creation of a small business, the pursuit of higher education or home ownership.

Among the most common funding sources that support activities with outcomes to be reported under this performance indicator are:

- Community Services Block Grant (CSBG)
- Child Support Enforcement
- Small Business Administration
- Individual Development Accounts (IDA)
- Housing and Urban Development (HUD) and State Housing Programs
- Private grants/donations for financial literacy education or IDA match funding

Among the kinds of tax credits or non-employment benefits that can be counted and reported are:

- Earned Income Tax Credit (EITC)
- Child Tax Credits
- Child Support and Child Support Enforcement Payments

What to Report?

Agencies should report outcomes in any subcategory of this performance indicator that relates to their programs and activities.

For the six subcategories of this indicator (three related to enhancing non-employment income, three related to better utilization of assets), two counts are requested:

1. The number of participants who achieve the outcome within the reporting period; and
2. The percentage this number represents of all those individuals who were part of an agency effort to help participants increase non-employment assets and utilize them more effectively *who were expected to achieve the outcome within the reporting period.*

Goal 2: The Conditions in Which Low-Income People Live are Improved

Introduction to the New Community Measures

The national measures and reports on Goal 2 are a response to the shared desire of the network and the Congressional oversight committees to emphasize the goal of community improvement as distinct from, as well as a support to, the goal of helping low-income people become more self-sufficient.

This set of measures collects outcomes on successful CAA projects that build “community assets,” including not only material improvements, like affordable homes and safe streets, but even changes in public policy that will reduce the causes of poverty and revitalize the low-income community.

National Performance Indicator 2.1 Community Improvement and Revitalization

Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

- A. Accessible “living wage” jobs created or saved from reduction or elimination in the community.***
- B. Safe and affordable housing units created in the community.***
- C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.***
- D. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.***
- E. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination.***
- F. Accessible before school and after school program placement opportunities for low-income families created or saved from reduction or elimination.***
- G. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.***
- H. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.***

This indicator ask for two types of information for each project – the number of successful *projects* that fit under the measure, and an indicator of the scale or impact of each, i.e. the number of community members who will benefit yearly from the new “opportunities” that the community improvement offers upon its completion.

The criterion for determining whether something is a result to be included under these indicators is whether the facilities, services, policy changes, infrastructure, housing, jobs, etc. were developed with significant investments by the CAA. “Significant” means the agency has invested personnel, funding, or facilities at a significant, sustained level

of participation relative to the project size; in other words, any other partners in the initiative should have no hesitation in identifying the CAA involvement as a major factor in the success.

Geographic Boundaries of “Community”

Community Action typically deals with its service area and also with a larger community. In general, the projects reported here should be those that make a lasting change in the low-income community; of course, some of those may involve making a lasting linkage between the community at large and the low-income community. Agencies should provide some narrative for projects not physically located in their low-income community.

- The changes reported could affect all the community’s members regardless of income or only a specific population, but they should help reduce or prevent poverty;
- Some projects listed as examples involve securing resources near, but not necessarily in, the low-income community. If the benefits return to the community and its low-income residents, report the project.

Net Gains Only

Because the project should **add** to the lasting resources of the community, please do not include resources that the agency secured by being selected as the preferred provider/grantee if the funding was designated for the same general community and the only issue was which agency could best manage it. The results of those projects belong in the individual, family, and leveraging measures.

Projects in Progress

Agencies may find it helpful to collect data on community projects that are progressing as planned. However, for national reporting, this information will only be reported once the project is completed.

“Opportunities”

We have coined this term for a measure that provides a sense of the scale of the project and that we can aggregate across many kinds of initiatives. Each separate Goal 2 community result is **one** project that, when complete, is designed to benefit a certain number of community members per year. That number is typically a planned target, like the number of individual students using an after school facility during the school year, the number of families the agency’s new clinic will serve in a year, the number of electricity customers expected to enroll in the discount won by the CAA-led coalition intervening in a rate case. It is not the actual usage nor is it the actual number of identified CAA participants using the facility. Those figures would be measured under Goals 1 or 6.

In summary, to make the report of “opportunities” similar nationwide, the **planned-per-year number of participants** should be reported. There will only be one year in which an agency reports a completed project and the number that it is projected to serve. After that year, if the agency is involved in its continuing operation, its effects will appear when individuals or families counted for Goals 1 and 6 enjoy its benefits.

"Saved" or "Safeguarded" Resources

We realize agencies have to make significant investments in fighting to keep threatened community assets they won in the first place. Therefore, a community “success” can be reported for **significant investment** by the agency in saving a program or policy that is threatened with reduction or elimination. Examples would be:

- A utility discount won by the CAA’s intervention five years earlier is about to end but, by extensive education efforts and expert testimony by the agency’s director and its attorneys, the PUC extends the regulation for 10 years;
- The new police chief is about to pull out the foot patrols that the CAA Board won a decade earlier and that cut the neighborhood crime rate in half. A scholarly paper that a professor and students from the local law school develop with CAA support is used by the agency Board to preserve the foot patrols.

Please do not report each year of an on-going, unchallenged community asset. In general, when in doubt about how to report, provide as much narrative as possible about the project, the type of opportunities, and how you arrived at the total reported. Your ideas about improving this measure are also welcome when you send in the first year’s reports.

Which Agencies

Community action agencies that **expand or safeguard the availability** of community resources and opportunities to low-income people, through their own community development activities, partnerships, or as a result of advocacy, should report outcomes under National Performance Indicator 2.1.

Which Programs or Activities?

Outcomes reported for this performance indicator involve both the number of projects/initiatives agencies are involved in *and also* their capacity in terms of potential utilization and benefit to the community. The projects reported here include the creation, expansion, or maintenance of community services, facilities, and economic opportunities for low-income people. Benefits that would have been realized by the community even without the involvement of Community Action should not be listed under this measure. Examples of community action agency activities that generate community infrastructure building outcomes are:

- Agency advocacy with a municipal transportation authority for new or expanded bus service from low-income neighborhoods to geographic “centers” of employment or commerce.
- Agency partnership with the local housing authority and/or commercial banking institutions.
- Agency advocacy with local government results in a county or city ordinance requiring local builders to “dedicate” 10% of all new construction of rental units to moderate or low-income renters, resulting in the creation of 130 new housing opportunities for low-income families.
- Agency partnership with one or more institutions of higher education in the community results in the creation of “off campus,” subsidized college-level courses within a community center in a low-income neighborhood.
- An agency partners with a hospital to establish evening and weekend health services within a neighborhood community center.
- Agency participation in a community economic development partnership results in the relocation of a business to the area.

Among the funding sources that support community action outcomes under Performance Indicator 2.1 are:

- Community Services Block Grant (both advocacy and programs)
- Community Development Block Grant
- EZ/EC
- Housing and Urban Development and Home Investment Partnerships Program (HOME)
- Community Health Centers Program
- U.S. Department of Agriculture
- Workforce Investment Act
- Weatherization
- Transportation Programs
- Private Funding

What to Report?

A. Number of accessible “living wage” jobs created or safeguarded in the community.

As with Performance Indicator 1.1, the definition of “living wage” will be determined in the context of state or local economic conditions. What is being measured and reported in this subcategory is the creation or retention of jobs in the community over a one-year period that pay sufficient wages and benefits to reduce or eliminate dependence of families on public or private benefit programs and services.

Examples:

- As a result of community action agency advocacy and partnerships, tax incentives are created to keep an existing business in the community, with 400 “living wage” jobs, from relocating to a different community (job retention). (Report as: 1 project/initiative and 400 new opportunities.)
- A community action agency micro business initiative funded by the Small Business Administration and state economic development funds results in the formation of six new businesses in the community with a total of 45 “living wage” jobs. (Report as: 1 project/initiative and 45 new opportunities.)

B. Number of safe and affordable housing units created in the community.

Safe and affordable housing is defined as the agency deems it appropriate, considering community conditions.

Example:

- Through a community action agency partnership with the local housing authority and several financial institutions, the agency builds a senior living center for low-income aging individuals, thereby increasing the stock of affordable housing in the community by 40 units. (Report as: 1 project/initiative and 40 new opportunities.)

C. Number of safe and affordable housing units preserved or improved through construction, weatherization or rehabilitation.

The purpose of this measure is to capture projects that make housing affordable, rather than just a service count of all projects.

Examples:

- The community action agency weatherizes 70 existing housing units of low-income families utilizing weatherization funds as well as additional funds. (Report as: 1 project/initiative and 70 new opportunities.)

D. Number of accessible and affordable health care services/facilities for low-income people created or safeguarded from reduction or elimination.

Examples:

- Through community action advocacy with the municipal authority, a primary health care clinic is built in a low-income neighborhood with the capacity to conduct 5,000 outpatient examinations/visits per year. (Report as: 1 project/initiative and 5,000 new opportunities.)

- The community action agency negotiates agreements with two faith-based substance abuse treatment providers to expand by 50 the number of treatment slots available to community low-income participants. (Report as: 1 project/initiative and 50 new opportunities.)

E. Number of safe and affordable child care or child development placement opportunities for low-income families created or safeguarded from reduction or elimination.

An example of a child care or child development program or activity that produces outcomes to be reported is:

- The community action agency negotiates with a major local employer who hires many graduates of the CAA programs to establish an “on site” child care program with an ongoing capacity to serve 30 children of participants in an agency employment program. (Report as: 1 project/initiative and 30 new opportunities.)

F. Number of before school and after school program placement opportunities for low-income families created or safeguarded from reduction or elimination.

Examples:

- The community action agency successfully advocates for the expansion of after school recreational opportunities to include 200 additional youth, at the middle and high schools serving low-income neighborhood. (Report as: 1 project/initiative and 200 new opportunities.)
- The community action agency uses Substance Abuse Prevention funds to create an after-school mentoring program that has the capacity to serve 50 youth in a low-income neighborhood community center. (Report as: 1 project/initiative and 50 new opportunities.)

G. Number of accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.

Examples:

- A rural community action agency contracts with the local Area Agency on Aging to utilize three agency vans with a total of 36 seats to transport low-income workers to and from employment on a regular basis, when the vans are not being used for senior services. (Report as: 1 project/initiative and 36 new opportunities.)
- As a result of community action agency advocacy with a local transportation authority, two new bus routes serving low-income neighborhoods are established

that can transport up to 600 low-income workers to and from centers of employment. (Report as: 2 projects/initiatives and 600 new opportunities.)

- A community action agency uses a combination of CSBG, Department of Transportation, and private funds to contract with a local high school auto mechanics training program to increase by 30 cars a year the number of available and affordable cars for community low-income families. (Report as: 1 project/initiative and 30 new opportunities.)

H. Number of increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.

Examples:

- During the reporting period, a community action agency receives state certification and funding to provide vocational training in commercial transportation to 100 low-income participants per year. (Report as: 1 project/initiative and 100 new opportunities.)
- In partnership with the local school system, a community action agency creates six new evening courses in English language proficiency taught by school system personnel in an agency facility. Each course can enroll up to 15 students and the six courses are offered in the Fall and Spring of each year. Report 6 courses x 15 students x 2 seasons = 180 new educational placement opportunities. (Report as: 6 projects/initiatives and 180 new opportunities.)

Goal 2: The Conditions in Which Low-Income People Live are Improved

National Performance Indicator 2.2 -- Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets;***
- B. Increase in the availability or preservation of community facilities;***
- C. Increase in the availability or preservation of community services to improve public health and safety;***
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods; and***
- E. Increase or preservation of neighborhood quality-of-life resources.***

Which Agencies?

Community action agencies that increase the presence and availability of community services and commercial enterprise within low-income communities, or that increase the value of neighborhood residences through rehabilitation, should report outcomes that support this performance indicator. Outcomes may be a result of community action agency advocacy, program initiative, or partnership with local government, business, financial institutions, or other community organizations.

Which Programs or Activities?

A broad range of community action activities could generate outcomes to be reported under this performance measure. Among the most common activities are:

- Community action agency advocacy for new or expanded public services and facilities in low-income neighborhoods that result in new construction or renovation of such facilities as neighborhood centers, recreational facilities, schools, or libraries.
- Agency participation in community economic development initiatives involving local governments, the business community, and other public and private organizations aimed at increasing commercial and business investment and enterprise in low-income neighborhoods.
- Agency partnerships with other public and private organizations that promote the creation of micro-business opportunities for low-income people in their communities.
- A rural community action agency assists the community in developing a safe drinking water system project.

Examples of funding sources for community action programs that produce results to be reported under this national performance indicator are:

- Community Services Block Grant (CSBG)
- Community Development Block Grant (CDBG)
- U.S. Department of Agriculture (USDA)
- EZ/EC
- Small Business Administration Loans and Grants
- Substance Abuse Prevention Grants
- State or locally-sponsored community development and economic opportunity initiatives
- Private foundation funding for youth and/or community development
- In-kind legal or other expert assistance with advocacy

What to Report

A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.

Example:

Agency advocacy with local government results in a county or city ordinance requiring local builders to dedicate 10% of all new construction of rental units to moderate or low-income renters. Report one project and a reasonable estimate of the number of new affordable units that may be added to the community's housing stock each year after this is implemented.

B. Increase in the availability or preservation of community services facilities.

Community services facilities may include but are not limited to: schools, community technology centers, libraries, and youth or community centers. Increasing availability or preservation may be accomplished through new construction, renovation, or expanded hours and programming.

Examples:

- A youth recreation center that can accommodate 150 people at the same time and will have varied programming is built in a low-income neighborhood by the local government as a result of community action advocacy. Report one new facility and the planned number of individuals who will use it in the course of a year.
- A community action agency, in partnership with the local library authorities, create foreign language book and tape programs in neighborhoods with high concentrations of residents whose primary language is not English. Report one new service and the number expected to utilize it per year.

C. Increase in the availability or preservation of community services to improve public health and safety.

Community services to improve public health and safety may include but are not limited to: street lights, telephone systems, enhanced policing, neighborhood watch, installation of sidewalks, waste removal, or pest extermination.

Example:

- A community action agency advocates successfully for the creation or expansion of police "foot patrols" in low-income neighborhoods where 900 families live. Report one "improved public health and safety" initiative and 900 opportunities.

D. Increase in the availability or preservation of commercial services within low-income neighborhoods.

Commercial services may include but are not limited to: grocery stores, financial institutions, restaurants, or other business enterprises.

Examples:

- A community action agency negotiates with a national grocery store chain to locate one of its stores (or continue to operate an existing store) in a low-income neighborhood. Report one new business facility and the number of families expected to use it annually.
- A community action agency partners with a local banking institution to locate branches in two neighborhood centers and thereby increase the availability of traditional financial services (i.e. checking accounts, home mortgages, personal loans, business loans, personal savings accounts) in a low-income neighborhood. Report two expanded services and the number of individuals who typically utilize those locations.

E. Increase or preservation of neighborhood quality-of-life resources.

Quality-of-life resources may include but are not limited to new or improved public spaces for arts and recreation.

Examples:

- A community action agency helps renovate an existing closed school building and convert it into a neighborhood arts center. Report one “quality of life improvement” project and the expected unduplicated number of annual users.
- A community action agency helps residents of six neighborhoods maintain permanent neighborhood “crews” to remove weeds and trash from vacant lots in order to provide and maintain a safe environment for children to play. Report six “quality of life improvement” projects.

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator 3.1 – Civic Investment

The number of volunteer hours donated to Community Action.*

Which Agencies

Every community action agency that utilizes the assistance of volunteers from the community, and indeed encourages and promotes volunteer participation, should report an outcome for this performance indicator.

The current CSBG/IS Survey collects this information and most already report the number of hours volunteered by local residents. Please report the number found in Part I: Section F, Subsection IV (g) of the CSBG/IS Survey here.

Which Programs or Activities

Agencies should count hours of volunteer time for **all** of their programs and activities, including those funded by CSBG, being sure to include hours of volunteered time for programs and activities that have, as part of their purpose, increased participation in program design or operation.

Examples of the most common programs that encourage participants to help with program design and operation are CSBG and Head Start.

Community action agencies should count the time volunteers spend helping with all programs and activities within the agency:

- Serving on advisory and governing boards or committees;
- Assisting with program activities and logistics; and
- Participating in advocacy to meet agency and community goals.

What to Report

***The Total Number of Volunteer Hours will be pre-filled from the data reported in Part I: Section F, Subsection IV (g) of the CSBG/IS Survey.**

Goal 3: Low-Income People Own a Stake in Their Community

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.***
- B. Number of low-income people acquiring businesses in their community as a result of community action assistance.***

- C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.***
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.***

Which Agencies

Community action agencies that help residents of low-income neighborhoods become connected and involved in the well-being and improvement of their community should report outcomes under this performance indicator.

Which Programs or Activities?

Among the results from activities that reflect civic investment that may be reported under this performance indicator are:

- Participation on a community action agency tripartite governing board;
- Participation on Head Start governing boards or advisory committees;
- Election to public housing governing boards;
- Service on neighborhood recreational, youth, or service center advisory or governing boards;
- Service on public or private civic improvement or service advisory committees, such as a citizens' advisory board to a community mental health center;
- Election to PTA office or Title I Parent Council at a neighborhood school; and/or
- Purchasing a home in the low-income neighborhood.

Funding sources within community action agencies that support the kinds of activities for which results are being measured include:

- Community Services Block Grant (CSBG)
- Head Start
- Public Housing Authority programs
- Individual Development Account programs
- Small Business Administration Grants
- Federal, state, or local home ownership initiatives that include mortgage or other types of financial assistance

What to Report?

A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.

Examples:

- Eight representatives of the low-income community served by the agency are elected to the tripartite governing board. Report 8 low-income people.
- In the agency's Head Start program, a total of 48 parents serve on various governing or advisory boards and committees for the program. Report 48 low-income people.
- As a result of agency encouragement, 2 participants seek and achieve membership on their local school Title I Parent Council, and an additional 6 serve on the governing boards of their housing authority. Report 8 low-income people.

B. Number of low-income people acquiring businesses in their community.

Examples:

- An agency partnership with a local financial institution to make secured micro business loans to low-income participants in an agency's self-sufficiency initiative results in the creation of six new small businesses in the community owned by 13 low-income residents. Report 13 low-income people.
- As a result of an agency Individual Development Account (IDA) initiative, 35 participants achieved sufficient savings during the reporting period to start a small business in the low-income neighborhood. Report 35 low-income people.

C. Number of low-income people purchasing homes in their community.

Examples:

- As a result of an Individual Development Account (IDA) initiative, 16 participants achieved sufficient savings during the reporting period to make a down payment on owning their first home. Report 16 low-income people.
- As a result of an agency partnership with the local housing authority, and with a grant from the U.S. Department of Housing and Urban Development, 25 participants gained ownership of their public housing units. Report 25 low-income people.

D. Number of low-income people engaged in community groups created or supported by community action.

Example:

- A community action agency encourages the creation of neighborhood improvement committees in five neighborhoods, involving a total of 60 low-

income members, and provides office space, supplies and telephone lines for the first two months of their operations. Report 60 low-income members.

Goal 4: Partnerships among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Which Agencies

It is anticipated that ***all*** community action agencies work with other public and private organizations to expand service opportunities for individuals or families, or to achieve community improvement outcomes.

Which Programs or Activities?

Community action agencies should count and report the number of organizations with which they work ***in relation to all of the programs and services they administer***, not just those funded through the Community Services Block Grant.

Examples of organizational relationships to be reported include:

- ***Formal*** arrangements, such as memoranda of understanding or service contracts, between a community action agency and one or more public or private service providers to coordinate referral and exchange of program participants;
- ***Financial agreements*** between a community action agency and one or more business entities or financial institutions, to promote individual or community economic development and/or infrastructure investment;
- ***Informal*** working relationships with public or private agencies, organizations, or individual service providers that expand service opportunities for low-income individuals and families, including routine service referrals and follow up contacts; and/or
- ***Alliances*** between a community action agency and one or more public or private organizations that advocate for expanded services or community opportunities for low-income people.

What to Report?

Community action agencies should count and report the **number of organizations** they relate to, **not the number of individual service referrals** they share with these organizations. Please also report how many of these partnerships were with faith-based organizations.

Examples:

- A community action agency with a job training and employment initiative supported by CSBG, TANF, and WIA funds has a formal agreement with the local employment authority, the Chamber of Commerce, and three large employers to train and place 400 program participants in initial jobs during the reporting period. Count and report 5 organizations (1 employment authority + 1 Chamber of Commerce + 3 employers = 5 organizations). Do not report 400 participants under this performance measure. Count and report if any of the 5 organizations were faith-based.
- A community action agency-coordinated service initiative, designed to help working participants retain employment, routinely refers participants to 15 public and private local health care, housing, educational, and employment service providers. Count and report the 15 organizations to which community action participants are referred. Count and report if any of those 15 were faith-based organizations.
- Four faith-based groups provide food for the food bank on alternating months. Report 4 partnerships and 4 faith-based partners.

Goal 5: Agencies Increase Their Capacity to Achieve Results

National Performance Indicator 5.1 – Broadening the Resource Base

The number of dollars mobilized by community action, including amounts and percentages from:

- A. Community Services Block Grant (CSBG)***
- B. Non-CSBG Federal Programs***
- C. State Programs***
- D. Local Public Funding***
- E. Private Sources (including foundations and individual contributors, goods and services donated)***

Which Agencies?

All community action agencies should report funding information.

Which Programs or Activities?

Agencies should report funding for **all** programs and activities, from **all sources** of financial support, ***not just the Community Services Block Grant!***

What to Report?

The indicator of Goal 5.1 will be pre-filled from the data reported in Part I: Section F, Subsection I - IV of the CSBG/IS Survey.

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.1 – Independent Living

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

- A. Senior Citizens; and***
- B. Individuals with Disabilities***

Which Agencies?

Community action agencies with programs or activities that help senior citizens and individuals with disabilities continue to live safe and functional lives outside of an assisted care or nursing home facility should report information for this performance indicator.

Which Programs or Activities?

Activities that contribute to successful independent living among seniors and individuals with disabilities to be counted and reported for this performance indicator may be provided on an on-going basis, episodically, or in response to an emergency. They may be provided as “stand alone” services, or as part of a coordinated service strategy.

Among the most common activities conducted by community action agencies that help senior citizens and individuals with disabilities maintain independent living situations to be reported are:

- In-home assistance, including Meals on Wheels, visiting nurses, allied health professionals or social workers, respite care for family members or others;
- Congregate meals, recreational or social activities;
- Community participation and contribution (i.e. foster grandparent programs, educational mentoring);

- Transportation services, including van or bus service, car maintenance and repair;
- Legal aid and benefits assistance/counseling;
- Home management assistance, including cleaning services, property maintenance, and financial counseling;
- Housing rehabilitation, renovation, weatherization, or energy assistance;
- Medical care, including mental health treatment, family counseling;
- Physical exercise and rehabilitation assistance;
- Medications monitoring and management; and
- Supplementary food distribution and nutrition counseling.

Among the funding sources for community action that support programs resulting in sustained independent living among seniors are:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Medicaid, Medicare and other public medical insurance/coverage programs (Federal, state, or local)
- Federal food and nutrition programs, including Meals on Wheels, Supplemental Food Assistance, Surplus Food
- Federal, state, and local mental health and substance abuse treatment programs
- Weatherization
- LIHEAP
- Community Health Centers Program
- Area Agencies on Aging programs and services, including transportation assistance
- Supplemental Security Income
- Americans with Disabilities Act (ADA)

What to Report?

Agencies are asked to report the number of senior citizens and individuals with disabilities who continue to live independently (not institutionalized) during the reporting period as a result of receiving one or more services from community action or from partnering organizations. **Report the number of seniors or individuals with disabilities, not the number of times they experience interventions or receive services.**

Please note: If you track outcomes for individuals who you consider to be “vulnerable populations,” you may want to report these on a blank line as an Additional Indicator. Please clearly define in the narrative section why you believe these individuals should be considered “vulnerable populations.” Some examples of what might go in a blank row under indicator 6.1 include: those who have a disabling condition (perhaps short term) but are not considered disabled, those facing substance abuse issues who are not considered disabled, those with short-term Mental Health issues, and participants with limited English language proficiency.

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.2 – Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

- A. Food***
- B. Emergency Payments to Vendors, including Fuel and Energy Bills and Rent/Mortgage payments***
- C. Temporary Shelter***
- D. Emergency Medical Care***
- E. Protection from Violence***
- F. Legal Assistance***
- G. Transportation***
- H. Disaster Relief***
- I. Clothing***

Which Agencies?

Agencies that meet the emergency needs of low-income individuals and families through the provision of services and resources should report outcomes for this performance indicator. This includes agencies that offer language translation assistance.

Which Programs or Activities?

Agencies should report those services and resources that are provided to meet immediate, short-term needs of low-income individuals and families.

Among the services and resources that should be counted and reported for this indicator are:

- Emergency vendor payments, such as fuel or utility assistance, rent/mortgage payments;

- Food distribution, including pantries, soup kitchens, food cupboards;
- Shelter for the homeless or those in need as a result of a natural disaster;
- Emergency medical care, including mental health and drug abuse crisis intervention;
- Emergency transportation services;
- Emergency clothing distribution; and
- Emergency legal assistance, including family protection from domestic or other forms of violence, or incarceration.

It is important to note that many of the types of services or financial supports that could be reported for this indicator are similar to those listed and reported for National Performance Indicator 1.2 – Employment Supports. The difference between the two indicators is the context, or purpose, for which these services and resources are provided. If, for example, transportation assistance were provided to a family on a routine basis, such as bus tokens, in order to help them obtain or retain employment, such assistance would be reported under Performance Indicator 1.2. If the same kind of transportation assistance were provided to a family because they needed immediate or “emergency” help only, and the assistance was not provided in any other context than responding to immediate need, then that type of assistance would be reported under this indicator. This service could be a result of a short-term need or an unexpected situation (car repair, illness, release from institution, natural disaster, etc.).

If the service is a result of a chronic situation and it provides support to maintain a family, the service should be included as an Additional Indicator on a blank line under 6.3 (see below). An example of such a situation would be securing subsidized housing for a family when there is no self-sufficiency outcome expected. Another example would be routine use of food pantries by low income families when there is no self-sufficiency outcome expected. Another would be securing health care for adult family members when there is no self-sufficiency outcome expected.

Among the most common sources of funding or resources for the emergency services and resources to be reported for this performance indicator are:

- Community Services Block Grant (CSBG)
- Social Services Block Grant (SSBG)
- Community Development Block Grant (CDBG)
- U.S. Department of Housing and Urban Development Homeless Assistance programs
- U.S. Department of Health and Human Services Family Violence Prevention and Services programs
- Community Health Centers program

- Mental Health Treatment Block Grant -- Community Mental Health Centers programs
- Substance Abuse Treatment Block Grant
- U.S. Department of Agriculture Surplus Food and Supplemental Food Assistance
- LIHEAP
- Federal Emergency Management Assistance (FEMA)
- State and local crisis intervention, disaster relief programs
- National, regional, state or local charities, including faith-based organizations

What to Report?

A. Food

There are many ways in which community action agencies distribute emergency food and account for that distribution, including: 1) the number of food “packages,” “bags,” cartons, or meals distributed; 2) the overall weight of food distributed; 3) an unduplicated count of the number of individuals or families receiving food assistance; or 4) the number of “times” individuals or families receive food.

In addition to diversity in the way agencies measure and report their food distribution activities, there is also great variation in the degree to which agencies determine the context, or reasons, why individuals and families seek this type of assistance.

In most cases, agencies that have food distribution programs do not assess the reasons why individuals or families seek food assistance other than an overall assumption that the recipients do not have adequate resources to purchase food that meets immediate nutritional needs (“We feed the hungry!”).

Because of the diversity of purpose, methods, and accounting among community action food distribution efforts, agencies are asked to describe their food distribution in **one** of the following four categories. States are asked to aggregate and report food distribution in these categories as well. Please be sure to indicate the unit of measurement used from among these options:

1. The number of food “packages,” “bags,” cartons, or meals distributed; **or**
2. The overall weight of food distributed; **or**
3. An unduplicated count of the number of households (individuals or families) receiving food assistance; **or**
4. The overall numbers of “times” an agency distributes food to households (individuals or families).

B. Emergency Payments to Vendors, including Fuel and Energy Bills and Rent/Mortgage Payments

Community action agencies should aggregate and report the number of **households** for which vendor payments have been made by the agency to meet the emergency needs of those households, in the following four categories:

- Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources;
- Emergency rent or mortgage assistance;
- Emergency medical care; or
- Emergency car or home repair (i.e. structural, appliance, heating system, electrical system, plumbing, sewage).

Again, agencies are asked to report the **number of households** receiving such assistance, **not the total number of payments** made, or the total dollar amount of such payments, nor the number of units of service they received. While it is understood that households may receive more than one type of payment and that such households will be counted more than once when that occurs, it is not expected that households who receive multiple payments in the same category will be counted more than once in that category.

C. Temporary Shelter

Agencies are asked to report the number of **households** (individuals or families) that receive temporary shelter assistance from community action in two categories:

- The number of homeless households receiving temporary shelter; and
- The number of households experiencing emergency situations, such as fires or natural disasters that obtain temporary shelter.

D. Emergency Medical Care

Agencies are asked to report the number of **households** for which emergency medical care has been provided as a result of community action assistance (service or referral).

Examples of such care include:

- Emergency medical care at a community action agency clinic or health facility for injuries that have resulted from an accident or natural disaster; or
- Emergency medical care provided by a health care provider or facility in the community as a result of referral and/or payment from community action.

E. Protection from Violence

Agencies are asked to report the number of **households** (individuals and families) that receive community action assistance in securing emergency protection for adults and/or children from real or potential sources of physical and emotional abuse.

Examples of such assistance include, but are not limited to:

- Assistance in obtaining emergency restraining orders or other form of legal protections against physical and emotional abuse and other forms of violence within families or within the community;
- Emergency shelter for abused adults and their children, either sponsored by the community action agency or as a result of referral or financial support for such services;
- Assistance in obtaining emergency child protective interventions, court orders, or placements.

F. Legal Assistance

Agencies are asked to report the number of **households** that receive emergency legal assistance from the agency, either directly or as a result of partnerships with, or referral to, other organizations within the community.

Examples of emergency legal assistance from community action include, but are not limited to:

- Households that receive emergency immigration assistance or representation by the agency or a partnering organization;
- Households that receive emergency legal and financial management assistance when a family member is at risk of incarceration for failure to meet court-ordered or other financial obligations; or
- Households that receive emergency legal assistance and intervention when they are at risk of imminent eviction from their place of residence, foreclosure, interruption in essential utility service, or suspension of life-sustaining services or resource supports.

G. Transportation

Agencies are asked to report the number of **households** (individuals and families) that receive **emergency transportation** assistance provided either directly by community action or through partnership with or referral to, other service providers.

Emergency transportation assistance includes, but is not limited to, those situations in which households receive bus tokens, taxi vouchers, a loaned automobile, van service, or some other form of transportation to meet immediate and temporary needs caused by the loss of existing transportation due to accident, mechanical failure, theft, or natural disaster.

H. Disaster Relief

Agencies should report the number of **households** (individuals and families) that receive disaster relief assistance directly from community action, in partnership with other organizations in the community, or through referral to other organizations.

Community action disaster relief could include, but is not limited to, those situations in which households receive services and resources to meet needs resulting from natural or man-made disasters, such as fire, flooding, extreme weather, or acts of terrorism.

Forms of relief may include temporary shelter, clothing, toiletry or other personal items, medical care, food, emergency cash, loans and other financial aid, or relocation assistance.

In addition to reporting the number of households that receive immediate disaster relief from community action, agencies should report the number of households that benefit from longer-term agency assistance, such as rebuilding homes or businesses, community facilities, or service systems.

I. Clothing

Just as with food distributions, there are many ways in which community action agencies distribute clothing to needy individuals and account for that distribution, including: 1) the number of “bags” of clothing distributed, 2) an unduplicated count of the number of individuals or families receiving clothing assistance; or 3) the number of “times” individuals or families receive clothing. For the purposes of this reporting, we would prefer to know the **number of households** receiving such assistance, **not the** number of units of service they received.

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 – Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

A. Infants and Children –

- 1. Infants and children obtain age appropriate immunizations, medical and dental care.***
- 2. Infant and child health and physical development are improved as a result of adequate nutrition.***

3. *Children participate in pre-school activities to develop school readiness skills.*
 4. *Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.*
- B. Youth –**
1. *Youth improve physical health and development.*
 2. *Youth improve social/emotional development.*
 3. *Youth avoid risk-taking behavior for a defined period of time.*
 4. *Youth have reduced involvement with criminal justice system.*
 5. *Youth increase academic, athletic or social skills for school success by participating in before or "after" school programs.*
- C. Parents and Other Adults –**
1. *Parents and other adults learn and exhibit improved parenting skills.*
 2. *Parents and other adults learn and exhibit improved family functioning skills.*

Which Agencies?

Agencies that work to improve child, youth, and/or family development and functioning should report outcomes for this performance indicator.

Which Programs or Activities?

Among the more common community action agency programs and activities that would produce child, youth, and parent development or functioning outcomes to be reported under this performance indicator are:

A. Infants and Children

1. Head Start (including Early Head Start);
2. State-funded pre-school child development programs;
3. CSBG-funded child development/child care programs;
4. TANF-funded child care programs;
5. Social Services Block Grant supported child care/development programs;
6. Employer-based child care/child development programs serving the children of agency employment program participants;
7. Pre-school enrichment or developmental programs operated by "partnering" organizations within the community to which children of agency program participants are referred and served, including faith-based organizations;
8. Agency clinic or other early childhood health screen and immunization services provided directly or through referral; and
9. Agency early childhood nutrition programs, including those focused on food distribution or supplementation, nutrition instruction and other parental skill building.

B. Youth

1. Before and after school recreational or enrichment programs for school-aged youth;
2. Mentoring programs for at-risk youth;
3. Youth counseling and peer support group activities;

4. Family counseling;
5. Substance abuse prevention programs;
6. Teen pregnancy and STD prevention programs;
7. Educational skill enhancement programs;
8. after-school and summer youth employment training and placement programs;
9. Food and nutrition assistance and instructional programs; and
10. Anger management and conflict resolution instruction.

C. Parents and Other Adults

1. Parenting skill enhancement programs;
2. Family functioning skill enhancement programs, including focus on communications, conflict resolution, supportive relationship building, responsibility sharing, promotion of healthy marriages;
3. Family counseling;
4. Mental health and substance abuse treatment; and
5. Family/domestic violence prevention, intervention, and remediation programs.

What to Report?

Number and Percentage

Agencies are asked to report two numbers for each of the subcategories of this indicator: 1) the number of children, youth, parents, or other adults who achieved the outcome; and 2) the percentage those successful children, youth, parents or other adults represent in relation to all who were *expected to achieve the outcome* during the reporting period.

Examples:

- A community action agency administered health clinic is funded to screen and inoculate all pre-school children of low-income families participating in agency employment training and placement programs. Of the 400 children eligible, and thereby “expected,” to receive inoculations during the reporting period, only 300 are inoculated. Under the first “Infants & Children” subcategory, “Infants & children obtain age appropriate immunizations, medical and dental care,” report 300 children, or 75% received age appropriate immunizations.
- With CSBG and Federal substance abuse prevention funding, a community action agency sponsors an after school basketball league in partnership with the local YMCA. The league recruits 100 low-income youth to participate. The program expects 60% percent of the youth to attend and participate in half of the games or more during the league season as a benchmark for increasing their athletic and social skills, and staying involved in healthy developmental activities.

Over the course of the league season, 40 youth attend and participate in half the games or more. Under the fifth “Youth” subcategory, “Youth increase academic, athletic or social skills for school success by participating in before or after school programs, report 40 youth, or 66% achieved the outcome (40 of 60 “expected” to meet the participation outcome).

“Achieve Program Goals”

Because of the diversity of programs, activities, and outcomes that are to be reported for this performance indicator, the outcome of “achieve program goals” will be defined and measured in a number of ways.

The two most common ways agencies will determine whether children, youth, parents, and other adults “achieve program goals” are: 1) Standardized program goals and achievement levels; and 2) Agency and program-specific goals and achievement levels.

1. Standardized Program Goals and Achievement Levels

For some Federal, state, or local programs, both public and private, program goals and performance levels are defined by program authorities and are contained in funding agreements with the community action agency.

Examples:

- Childhood immunization programs define age-appropriate guidelines for inoculating children to prevent a variety of diseases. Similarly, school systems often require certain immunizations as a condition for enrollment. As such, there is an “expectation” that all children meeting the guidelines for immunization should be served. If a community action agency receives funds to conduct childhood health screens, including inoculation of all eligible children served, the public health expectation is universal inoculation, and the performance of the agency can be measured by the degree to which it achieves that end.
- Head Start has established a number of child health, developmental, and school readiness objectives and outcome expectations for participating children. Community action agencies with Head Start programs are asked to report the number of children that are deemed to have “achieved” health, developmental and school readiness objectives as defined by the program.

It is understood that the numbers of children reported “achieving program goals” in Head Start, or any other child or youth development program, may have to be comprised of qualitative assessments of each child’s physical growth and health indicators, developmental skill measurements, and/or educational readiness scores.

2. Agency and Program-Specific Goals and Performance Levels

For most child, youth, and family development programs within community action agencies, program goals, expected outcomes, and the definition of what constitutes “success,” or achievement of program goals, will be determined on a case-by-case basis.

Contracts, service agreements, or grant documents are good sources for identifying what constitutes “achieving program goals” for particular programs or activities. These documents most often describe: 1) What the funding is intended to accomplish; and 2) The size of the program or activity being funded, usually expressed as an anticipated number of services or resources to be provided, or individuals or families to be served. In addition, more and more funding documents now speak to both anticipated “outcomes,” or “results,” and a projected or “target” level of program performance, as measured by the frequency outcomes are achieved.

It is anticipated that community action agencies with child, youth, or family development programs already have ways to define what constitutes “success,” and can measure and report the number of children, youth and families “achieving” program goals based upon those definitions. For all of the developmental “outcomes” in this performance indicator nationally accepted age-appropriate guidelines are available to inform agency assessments.

Examples:

A community action agency uses funds from CSBG, a teenage pregnancy prevention grant, and a substance abuse prevention grant, to establish an adolescent mentoring program for 50 girls and 50 boys focused on helping the youth achieve age-appropriate developmental reasoning and decision making skills that will help them avoid certain risk-taking behaviors. Based upon a review of prevention studies, the community action agency expected 60% of adolescents enrolled to complete the entire one-year mentoring program. The agency set as a performance target that half of those completing the program, or 30 youth, would remain “drug free” and not engage in sexual activity that could result in pregnancy both during their participation and for a minimum of six months after program completion. Twenty (20) of 30 youth achieved these outcomes. The agency would report under the “Youth” subcategory 3, “20 youth (66%) avoided risk-taking behaviors for a defined period of time.”

- A community action agency utilizes a variety of funding sources to offer parenting skill enrichment courses for adult participants in all its programs. The courses are designed to help parents demonstrate improved ability to: 1) communicate with their children; 2) establish and maintain appropriate structure, boundaries, and common expectations within the family; and 3) reduce the incidence of physical or emotional abuse through better anger

management and alternative approaches to parent-child conflict resolution. Based on a review of research and other literature on parenting skill training, the agency identified specific parent behaviors that would demonstrate improved functioning for each of the three areas described above. All 40 parents enrolled in the courses completed a self-assessment questionnaire listing the specific behaviors. Of the 40 parents completing the self-assessment, 39 reported using parenting skills learned in the course. As a result, the agency could report under the "Parenting" subcategory, "39 (98%) parents learn and exhibit improved parenting skills."

A note about context and additional indicators:

6.3 Additional Indicators – Family Maintenance

In keeping with the goals and mission of Community Action, the National Performance Indicators collect specific information that focuses on **outcomes that capture movement toward poverty elimination**. With this focus, the National Performance Indicators require you to think about the context in which you are providing services in order for you to determine where your various outcomes should be reported.

We understand that family and individual maintenance activities, sometimes referred to as "safety-net services," are sometimes necessary in order to stabilize families and prepare them to begin working on self-sufficiency goals or to move people beyond a crisis or emergency service and that there are a number of outcomes that are achieved by families **who are not working to achieve a self-sufficiency outcome**.

These are outcomes that enable the family to work toward **achievement of potential**. Securing subsidized housing, routine receipt of food baskets, receipt of clothing, securing non-employment related health care in advance of illness or health emergency, are examples, as they do not indicate movement toward self-sufficiency, but rather reflect a measure of increased family strength. These do not demonstrate an increase in a family's ability to function independently, but do demonstrate an increased ability of the family to function to maintain a safe and stable household situation, with assistance, and in the context of a "supportive system." These might be services that your partner organizations actually deliver but that you coordinate through your overall efforts to move people out of poverty. These efforts may still be critical to your anti-poverty work.

However, outcomes that are the neither the result of services provided in the context of self-sufficiency efforts (Goal 1) nor emergency situations (Goal 6.2) do **not** belong under those indicators. Therefore, **you are asked to identify these family maintenance outcomes and include this information on the blank lines under indicator 6.3. These indicators should be identified and reported in the following format in the blank rows of the forms: "Family maintenance: outcome description....."** This will allow us to aggregate this type of data at the national

level and will help us decide whether additional indicators or instructions are needed in the future.

Once families are stabilized, we assume you will begin to collect outcomes related to self-sufficiency and you can move these statistics under the appropriate indicators.

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| DEPARTMENT OF HUMAN SERVICES | | Item 505 | Page 1 of 2 |
| Community Services Policy Manual | SUBJECT Community Services Block Grant: REFERRING CUSTODIAL PARENTS TO CHILD SUPPORT SERVICES | | •EFFECTIVE DATE 01/01/00 •END DATE N/A •ISSUE DATE 12/08/99 |

ISSUANCES AFFECTED:

- REFERENCES
- The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998
 - The CSBG 5-Year Master Agreement as amended 10/01/99
 - Annual CSBG Agreement

RESCISSIONS none

PURPOSE:

To provide guidelines regarding the CSBG requirement to inform and refer custodial parents to child support services.

BACKGROUND:

The CSBG Reauthorization requires that each eligible entity shall: (1) inform custodial parents in single-parent families that participate in programs, activities or services carried out or provided with CSBG funds about the availability of child support services; and (2) refer eligible parents to the child support offices of State and local governments.

In this regard, the amended Master Agreement and the CSBG Agreement state:

Custodial parents in single-parent families that participate in programs, activities or services carried out or provided for with these funds, must be informed about and referred to the child support offices of State and local governments.

POLICY:

CAAs shall inform and refer custodial parents who are not receiving child support to local child support offices/services.

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| DEPARTMENT OF HUMAN SERVICES | | Item 505 | Page 2 of 2 |
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To assist CAAs in fulfilling this requirement, DHS is providing copies of the enclosed DHS Publication 748, “**Michigan Child Support Services and You**”, for distribution to custodial parents who are not receiving child support. Provision of this booklet to the custodial parent, along with the address of the local DHS Child Support office, and/or the local Prosecuting Attorney’s Office or Friend of the Court, will fulfill the information and referral requirement.

PUBLICATION DHS-748:

Additional copies of “**Michigan Child Support Services and You**” (English & Spanish version), can be ordered directly from DHS-Office Services Division at no charge by using the attached order form. **Note:** Other Office of Child Support publications included on the form are also available at no charge.

Enclosure: “Michigan Child Support Services and You”
 Attachment: Office of Child Support - Publication Order List

cc: Christine Eychas, Office of Child Support

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| DEPARTMENT OF HUMAN SERVICES | | Item 506 | Page 1 of 1 |
| Community Services Policy Manual | SUBJECT Community Services Block Grant: COMMUNITY ACTION AGENCY BOARD – PUBLIC SECTOR REPRESENTATIVES | | •EFFECTIVE DATE 01/01/00 •END DATE N/A •ISSUE DATE 12/08/99 |

ISSUANCES AFFECTED:

REFERENCES:

- Master Agreement

RECISIONS:

- None

BACKGROUND:

For the Public Sector, the Master Agreement requires that:

One-third of the members of the board are **elected public officials**, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board **of appointive public officials** or their representatives may be counted in meeting such one-third requirement.

This CSPM item will clarify the terms “elected public officials” and “appointive public officials.”

POLICY:

“Elected public officials” are persons who, through a public election process, are elected to a public office.

Examples include: County Commissioners, Mayor, City Council Members, University Trustees or Board of Regents Members, School Board Members, Sheriff, etc.

“Appointive public officials” are persons who are appointed to their position by an elected public official or a body composed of elected public officials.

Examples include: Appointees to commissions/councils/boards by the Governor, Mayor, or locally elected position/commission/council/board.

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| MICHIGAN DEPARTMENT OF HUMAN SERVICES | | Item 507 | Page 1 of 2 |
| Community Services Policy Manual | SUBJECT Community Services Block Grant: UNEXPENDED FUNDS – CARRY-FORWARD POLICY | | EFFECTIVE DATE 05/08/00 END DATE ISSUE DATE 05/08/00 |

ISSUANCES AFFECTED:

REFERENCES The CSBG Act, P.L. 97-35 of 1981, as amended by the Coats Human Services Reauthorization Act of 1998: Sec. 675C.(a), (3) Recapture and Redistribution of Unobligated Funds

PURPOSE:

To provide policy regarding the carry forward of unobligated/unexpended CSBG funds that are allocated to community action agencies (CAAs) by formula.

BACKGROUND

Sec. 675C.(a), (3) “Recapture and Redistribution of Unobligated Funds” provides that a state may recapture funds, distributed to an eligible entity through a grant, that are unobligated/unexpended at the end of a fiscal year if such funds exceed 20 percent of the amount distributed to the entity for that fiscal year. It also allows the state to redistribute the recaptured funds to other eligible entities.

POLICY:

Unexpended funds within 20% of an agency’s annual allocation (allocation includes any discretionary funds allocated to an agency to bring its funding up to a minimum level) will be returned to the CAA for carry forward. **For Example:** An agency must spend 100% of any carry-in, plus 100% of any recaptured and redistributed funds, plus a minimum of 80% of their annual allocation to be eligible to carry forward unexpended funds.

Unexpended funds exceeding 20% will be recaptured and redistributed as noted below. This policy takes effect beginning with FY2000 unexpended funds.

Note: This policy does not apply to discretionary funds allocated to agencies for T/TA activities; unexpended T/TA funds may not be carried forward.

1. The amount of funds to be recaptured will be determined based on the fiscal year’s **final** September 30 Statement of Expenditures report. Final reports must be submitted no later than December 31.

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2. Recaptured funds will be distributed during the 2nd quarter of the following fiscal year when the fiscal year's final allocations are made (based on receipt of the final state allotment from HHS) and allowable carry-forward is returned to the agencies.
3. Recaptured funds will be distributed as follows:
 - **Recaptured funds totaling less than \$20,000:** Such funds will be added to the final amount identified each fiscal year to be distributed to all agencies by formula. The regular funding allocation formula will then be applied to the total funds to be distributed and the resulting amounts will become the formula allocations for that fiscal year.
 - **Recaptured funds totaling \$20,001—\$200,000:** Such funds will be distributed equally to agencies who have spent 100% of their prior year's allocation, carry-in, and any recaptured funds.
 - **Recaptured funds exceeding \$200,000:** FIA will determine a distribution formula to include agencies who spent between 90—100% of their prior year's allocation, 100% of their carry-in, and 100% of any recaptured funds.